

**Texas A&M AgriLife Extension
Chancellor's Delegation of Authority for Contract Administration
Fiscal Year 2017**

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice Chancellor or the Associate Vice Chancellor for Agriculture and Life Sciences is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

Legend:

APO	Assistant Property Officer	SOBA	System Office of Budgets & Accounting
REGOR	Board of Regents	SR	System Regulation
CFO	Chief Financial Officer	SREO	System Real Estate Office, function of OGC
CEO	Chief Executive Officer	SP	System Policy
ED-FPC	Executive Director, Facilities, Planning & Construction	SRS	Texas A&M Sponsored Research Services – Director, C&G's Executive Director & COO
FPC	Facilities, Planning & Construction	System	The Texas A&M University System
HUB	Historically Underutilized Businesses	TTC	Texas A&M System Technology Commercialization
OGC	Office of General Counsel		

Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.
- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
 - a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
 - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
 - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 5 Questions regarding contract administration should be directed to the AgriLife Administrative Services Office of Management Information.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	• N/A	• N/A	• N/A
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Contract Office • Risk & Compliance 	• Director/Designee	• Director/Designee
2.2 Private Companies & Foundations	• Contract Office	• Director/Designee	• Director/Designee
3. ARTICULATION AGREEMENTS			
3.1 Agreements with other institutions of higher education regarding transfer of courses	• N/A	• N/A	• N/A
4. ATHLETIC AGREEMENTS			
4.1 Athletic Events <i>Scheduled sanctioned sporting events.</i>	• N/A	• N/A	• N/A
4.1.1 Athletic Game Guarantees	• N/A	• N/A	• N/A
4.2 Athletic Event Sponsorship	• N/A	• N/A	• N/A
4.3 Transportation Purchase Order Contracts	• N/A	• N/A	• N/A
4.4 Hotel Purchase Order Contracts	• N/A	• N/A	• N/A
4.5 Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 22.8.1 herein.	See Section 22.8.1 herein.	See Section 22.8.1 herein.
4.6 Recreational Sports Event Sponsorship	• N/A	• N/A	• N/A
5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			
5.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> • Construction Engineer Or • Facilities Manager And • Purchasing • HUB Coordinator • Associate Vice Chancellor for Business & Strategic Operations 	<ul style="list-style-type: none"> • Facilities Manager/Designee Or • Construction Engineer/Designee 	
5.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	• Construction Engineer Or	• Board of Regents	

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	<ul style="list-style-type: none"> • Facilities Manager And • HUB Coordinator • Associate Vice Chancellor for Business & Strategic Operations • TAMU Presidents office • OGC • Chancellor/Designee 		
5.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> • Construction Engineer Or • Facilities Manager And • Associate Vice Chancellor for Business & Strategic Operations 	<ul style="list-style-type: none"> • Director/Designee Or • Purchasing Director/Designee 	
6. CONSULTING AGREEMENTS			
6.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 25.7 herein.	See Section 25.7 herein.	See Section 25.7 herein.
6.2 Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 24.1 herein.	See Section 24.1 herein.	See Section 24.1 herein.
7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
7.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	<ul style="list-style-type: none"> • Unit Head As necessary: • Property Manager • Financial Reporting • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
7.2 Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant</i>	See Section 22.3 herein.	See Section 22.3 herein.	See Section 22.3 herein.

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<i>to SP 41.01.</i>			
8. EMPLOYMENT APPOINTMENTS			
8.1 Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)			
8.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	• N/A	• N/A	• N/A
8.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	• N/A	• N/A	• N/A
8.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	• N/A	• N/A	• N/A
8.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• N/A	• N/A	• N/A
8.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	• N/A	• N/A	• N/A
8.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	• N/A	• N/A	• N/A
8.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• N/A	• N/A	• N/A

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8.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	<ul style="list-style-type: none"> Unit Head 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
8.1.10 Continuing and Extension Education	<ul style="list-style-type: none"> Unit Head(s) Human Resources 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
8.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
8.1.12 Off-Campus Instruction	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
8.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	<ul style="list-style-type: none"> Unit HR Coordinator 	<ul style="list-style-type: none"> Unit Head 	<ul style="list-style-type: none"> Unit Head
8.2 Non-Faculty Employment Appointments			
8.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> Unit HR Coordinator 	<ul style="list-style-type: none"> Unit Head 	<ul style="list-style-type: none"> Unit Head
8.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> Unit HR Coordinator 	<ul style="list-style-type: none"> Unit Head 	<ul style="list-style-type: none"> Unit Head
8.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
9. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
9.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
10. EQUIPMENT LEASE AGREEMENTS			
<i>Texas A&M AgriLife Extension as Lessor</i>			
10.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period</i>	<ul style="list-style-type: none"> Unit Head/Designee <\$10,000 Purchasing Office 	<ul style="list-style-type: none"> Purchasing Director/Designee Or 	<ul style="list-style-type: none"> Purchasing Director/Designee Or

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<i>with fixed purchase option of Texas A&M AgriLife Extension owned equipment.</i>	>\$10,000 As necessary: • Contract Office • OGC >\$100,000	• Director/Designee	• Director/Designee
10.2 Equipment Lease for Texas A&M AgriLife Extension Related Activities Non-employee (student, conference, etc.) rental for a specified period of Texas A&M AgriLife Extension owned vehicle or other equipment.	• N/A	• N/A	• N/A
10.2.1 Rental Vehicles (Non- Texas A&M AgriLife Extension Lessee)	• N/A	• N/A	• N/A
10.2.2 Equipment	• N/A	• N/A	• N/A
<i>Texas A&M AgriLife Extension as Lessee</i>			
10.3 Equipment Lease with Purchase Option Rental of equipment for Texas A&M AgriLife Extension use with fixed option to purchase within a specified period (five years or less).	• Unit Head/Designee <\$10,000 • Purchasing Office >\$10,000 As necessary: • Contract Office • OGC >\$100,000	• Purchasing Director/Designee Or • Director/Designee	• Purchasing Director/Designee Or • Director/Designee
10.4 Equipment Lease (Rental) Rental of equipment for Texas A&M AgriLife Extension use for a specified period (five years or less).	• Unit Head/Designee <\$10,000 • Purchasing Office >\$10,000 As necessary: • Contract Office • OGC >\$100,000	• Purchasing Director/Designee Or • Director/Designee	• Purchasing Director/Designee Or • Director/Designee
11. FEDERAL & STATE REGULATORY AGREEMENTS			
11.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	• Construction related - Construction Engineer or Facilities Manager	• Director/Designee	• Director/Designee

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	<ul style="list-style-type: none"> • Intellectual Property – Contract Office 		
12. FINANCIAL CONTRACTS – Treasury Services			
12.1 System Depositories (SP 22.02)	• N/A	• N/A	• N/A
12.2 Investment Management (SP 22.02)			
12.2.1 Investment Consultants and Advisors (subject to provisions of Section 6 Consultant Agreements)	• N/A	• N/A	• N/A
12.2.2 Investment Management (SP 22.02)	• N/A	• N/A	• N/A
12.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
12.3.1 Financial Advisors (subject to provisions of Section 6 Consultant Agreements)	• N/A	• N/A	• N/A
12.3.2 Bond Counsel (See Section 18.2 Legal)	• N/A	• N/A	• N/A
12.4 Other Banking Functions (Custodial agreements, securities lending agreements)	• N/A	• N/A	• N/A
13. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			
13.1 Grants (sponsored projects) (See Section 23.1)	<ul style="list-style-type: none"> • Unit Head • Contract Office Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee • Or • SRS administered projects follow the SRS delegation of authority 	• Director/Designee
13.2 Student Financial Aid	• N/A	• N/A	• N/A
13.3 Funding Agreements (<i>Academic</i>)	• N/A	• N/A	• N/A
13.4 Funding Agreements (<i>Non-Academic</i>)	<ul style="list-style-type: none"> • Unit Head • Contract Office Or 	<ul style="list-style-type: none"> • Director/Designee • Or • SRS administered projects follow the SRS delegation 	• Director/Designee

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	<ul style="list-style-type: none"> SRS administered projects follow the SRS delegation of authority 	of authority	
14. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
14.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
14.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
14.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
14.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
14.5 Workers’ Compensation Insurance Claims processing or settlement	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
14.6 Administrative Contracts	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
15. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
15.1 Technology Transfer			
15.1.1 Patent License Agreement	<ul style="list-style-type: none"> TTC 	<ul style="list-style-type: none"> TTC Executive Director 	<ul style="list-style-type: none"> TTC Executive Director

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<i>(Technology Transfer)</i>	<ul style="list-style-type: none"> • OGC 		
15.1.2 Non-Patent License Agreement <i>(Technology Transfer)</i>	<ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • TTC Executive Director 	<ul style="list-style-type: none"> • TTC Executive Director
15.1.3 Trademark License	<ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • TTC Executive Director 	<ul style="list-style-type: none"> • TTC Executive Director
15.1.4 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • TTC Executive Director 	<ul style="list-style-type: none"> • TTC Executive Director
15.1.5 Software License	See Section 21.3 herein.	See Section 21.3 herein.	See Section 21.3 herein.
15.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • Unit Head • TTC • Contract Office • Risk & Compliance 	<ul style="list-style-type: none"> • Director/Designee Or • TTC Executive Director 	<ul style="list-style-type: none"> • Director/Designee Or • TTC Executive Director
15.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • Unit Head • Contract Office • Risk & Compliance As necessary: <ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.2 Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> • OGC • TTC 	<ul style="list-style-type: none"> • TTC Executive Director 	<ul style="list-style-type: none"> • TTC Executive Director
15.3 Collegiate Licensing	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
15.4 Nondisclosure/Confidentiality Agreements <i>Committing Texas A&M AgriLife Extension or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)</i>	<ul style="list-style-type: none"> • Contract Office As needed: <ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition</i>	<ul style="list-style-type: none"> • Contract Office As needed:	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

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<i>(provision) from (to) another state agency or institution</i>	<ul style="list-style-type: none"> • TTC 		
15.6 Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> • Contract Office As needed: • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Contract Office If Foreign: • Risk & Compliance 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.8 Federal/State Program Participation Agreements	<ul style="list-style-type: none"> • Contract Office As needed: • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> As Needed: • Contract Office • OGC • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	<ul style="list-style-type: none"> • Contract Office As needed: • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
15.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • TTC Executive Director 	<ul style="list-style-type: none"> • TTC Executive Director
16. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
16.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • Contract Office Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority
16.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by</i>	<ul style="list-style-type: none"> • Contract Office Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS – follow SRS Delegation of Authority

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<i>Texas Government Code Chapter 791</i>			
17. INTRA-SYSTEM AGREEMENT			
17.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	As necessary: • Contract Office • Chief Financial Officer	• Director/Designee	• Director/Designee
18. LEGAL (SP 09.04, SR 09.04.01)			
18.1 Litigation (See 18.1.1 below) <i>All settlements shall have concurrence of the Texas A&M AgriLife Extension CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
18.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	• Director/Designee	• OGC	• Chancellor \$100,000-\$300,000 • BOR >\$300,000
18.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	• Director/Designee • OGC	• Attorney General	• Attorney General
19. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			
19.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between Texas A&M AgriLife Extension and non-TAMUS entities; contracts to perform educational and service activities consistent with the Texas A&M AgriLife Extension mission.</i>	• N/A	• N/A	• N/A
19.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	• N/A	• N/A	• N/A
19.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	• N/A	• N/A	• N/A
19.4 International Study Abroad Program	• N/A	• N/A	• N/A

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19.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for Texas A&M AgriLife Extension' students.</i>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
19.6 Work Study Program Agreements	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between Texas A&M AgriLife Extension and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> Contract Office As necessary: <ul style="list-style-type: none"> Risk & Compliance OGC TTC 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
21. PURCHASE AGREEMENTS (Texas A&M AgriLife Extension <i>acquiring goods and non-professional services</i>)			
21.1 <i>Texas A&M AgriLife Extension</i> Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by Texas A&M AgriLife Extension which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"> Unit Head/Designee As required for >\$10,000: <ul style="list-style-type: none"> Purchasing Office HUB Coordinator 	<ul style="list-style-type: none"> Unit Head/Designee <\$10,000 Purchasing Director/Designee >\$10,000 	<ul style="list-style-type: none"> Purchasing Director/Designee
21.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> Unit Head/Designee As required for >\$10,000: <ul style="list-style-type: none"> Purchasing Office HUB Coordinator 	<ul style="list-style-type: none"> Unit Head/Designee <\$10,000 Purchasing Director/Designee >\$10,000 	<ul style="list-style-type: none"> Purchasing Director/Designee
21.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>			
21.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> Unit Head/Designee As required: <ul style="list-style-type: none"> Purchasing Office 	<ul style="list-style-type: none"> Purchasing Director/Designee Or Director/Designee 	<ul style="list-style-type: none"> Director/Designee
21.3.2 System Offices	<ul style="list-style-type: none"> Unit Head/Designee 	<ul style="list-style-type: none"> Purchasing 	<ul style="list-style-type: none"> Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Contract providing Texas A&M AgriLife Extension computing application.</i>	As required: <ul style="list-style-type: none"> • Purchasing Office • HUB Coordinator • Contract Office 	Director/Designee Or <ul style="list-style-type: none"> • Director/Designee 	
21.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
21.4.1 Professional/Service Associations <i>Purchase by Texas A&M AgriLife Extension on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	Group or Institution <ul style="list-style-type: none"> • Unit Head • CFO 	Group or Institution <ul style="list-style-type: none"> • CFO Or • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
21.4.2 Social/Individual <i>Purchase by Texas A&M AgriLife Extension on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> • Social Memberships are not typically paid by Texas A&M AgriLife Research • Reviewed by CFO on an individual basis 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
21.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
21.6 Library Subcontracts <i>Texas A&M AgriLife Extension library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
21.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • OGC • As necessary: 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	<ul style="list-style-type: none"> • Contract Office • Chief Financial Officer 		
21.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> • Contract Office As necessary: <ul style="list-style-type: none"> • Purchasing Office • HUB Coordinator 	<ul style="list-style-type: none"> • Director/Designee Or <ul style="list-style-type: none"> • Purchasing Director/Designee 	<ul style="list-style-type: none"> • Director/Designee Or <ul style="list-style-type: none"> • Purchasing Director/Designee
21.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	<ul style="list-style-type: none"> • Unit Head As necessary: <ul style="list-style-type: none"> • Financial Reporting Office • Property Office 	<ul style="list-style-type: none"> • Chief Financial Officer 	<ul style="list-style-type: none"> • Director/Designee
21.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
22. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section			
22.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. 	<ul style="list-style-type: none"> • Director/Designee • SREO As Necessary: <ul style="list-style-type: none"> • Unit Head 	<ul style="list-style-type: none"> • Chancellor As Necessary: <ul style="list-style-type: none"> • BOR 	
22.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. 	<ul style="list-style-type: none"> • Unit Head • Director/Designee • SREO 	<ul style="list-style-type: none"> • Chancellor 	
22.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. ○ SOBA and OGC must approve prior to CEO accepting gift. 	<ul style="list-style-type: none"> • SREO • SOBA • OGC As necessary: <ul style="list-style-type: none"> • Financial Reporting Office • Property Office 	<ul style="list-style-type: none"> • Director/Designee 	
22.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> ○ SREO oversees all activities required 	<ul style="list-style-type: none"> • Director/Designee • SREO As Necessary: <ul style="list-style-type: none"> • As Necessary: 	<ul style="list-style-type: none"> • Chancellor • BOR 	

¹ Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<p><i>to dispose of or exchange real property.</i></p> <ul style="list-style-type: none"> ○ <i>All dispositions or exchanges of real property must be approved by the BOR.</i> ○ <i>Member CEOs may recommend disposal or exchange of System real property.</i> 	<ul style="list-style-type: none"> ● Unit Head 		
<p>22.5 Lease of Real Property</p>			
<p>22.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> ● Contract Office ● Director/Designee ● SREO/OGC <p>As Necessary:</p> <ul style="list-style-type: none"> ● Unit Head 	<p>Director/Designee</p> <ul style="list-style-type: none"> ● Period >5 years BOR 	
<p>22.5.2 FROM 3rd Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for Texas A&M AgriLife Extension use for a specified period.</i></p> <p><i>Per SR 41.01.01, §6:</i></p> <ul style="list-style-type: none"> ○ <i>SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or \$50,000.</i> ○ <i>Member CEOs may execute residential property and storage space leases that do not exceed 2 years or \$50,000 and all other leases that do not exceed 5 years or</i> 	<ul style="list-style-type: none"> ● Contract Office ● SREO/OGC <p>As necessary:</p> <ul style="list-style-type: none"> ● Purchasing Office ● Unit Head 	<ul style="list-style-type: none"> ● Director/Designee (see note) 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
\$500,000.			
22.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for Texas A&M AgriLife Extension use for a specific student retreat.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
22.6 Easements (SP 41.01, §6)			
22.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> • Director/Designee • SREO/OGC 	<ul style="list-style-type: none"> • Chancellor/Designee 	
22.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> • Director/Designee • SREO/OGC 	<ul style="list-style-type: none"> • Chancellor or Director/Designee 	
22.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> • Director/Designee • SREO/OGC 	<ul style="list-style-type: none"> • Chancellor or Director/Designee executes after BOR approval 	
22.7 Housing Agreements			
22.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
22.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
22.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
22.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	
22.8 Other Grants of Rights in Real Property			

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"> • Unit Head • SREO/OGC As necessary: <ul style="list-style-type: none"> • AgriLife Contracts 	<ul style="list-style-type: none"> • Director/Designee 	
22.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> • AgriLife Contracts • SREO • OGC 	<ul style="list-style-type: none"> • Director/Designee • Period >5 years BOR 	
22.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	<ul style="list-style-type: none"> • Unit Head • As necessary: • AgriLife Contracts • OGC 	<ul style="list-style-type: none"> • Unit Head per Delegation of Authority Or • Director/Designee 	
22.8.4 Oil, Gas and Mineral Rights Leasing (Requires BOR approval if less than 25% royalty, more than 3-year primary term, or no drilling requirement within primary term) See SP 41.01, §5	<ul style="list-style-type: none"> • Director/Designee • SREO 	<ul style="list-style-type: none"> • Director/Designee 	
22.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • Director/Designee • SREO 	<ul style="list-style-type: none"> • Director/Designee 	
22.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance	<ul style="list-style-type: none"> • SREO/OGC • Contract Office As necessary:	<ul style="list-style-type: none"> • Director/Designee 	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
& Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)	<ul style="list-style-type: none"> • Director/Designee 		
22.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 25.6)	<ul style="list-style-type: none"> • Contract Office • Purchasing Office 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee 	
23. RESEARCH AGREEMENTS			
23.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> • Contract Office Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority
23.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> • Contract Office Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority
23.3 Proposal Submissions	<ul style="list-style-type: none"> • Unit Head • AgriLife Proposal Administration 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
23.4 Teaming Agreements	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
23.5 Non-disclosure Agreements	<ul style="list-style-type: none"> • Contract Office Or • SRS 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
23.6 Material Transfer Agreements	<ul style="list-style-type: none"> • Contract Office Or • SRS 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	As necessary: • TTC		
23.7 Testing/Analytical Agreements	• Contract Office Or • SRS	• Director/Designee	• Director/Designee
23.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	• Contract Office Or • SRS administered projects follow the SRS delegation of authority	• Director/Designee Or • SRS administered projects follow the SRS delegation of authority	• Director/Designee Or • SRS administered projects follow the SRS delegation of authority
24. SALES AGREEMENTS (Texas A&M AgriLife Extension providing goods or services)			
24.1 Consultant/Professional Service Agreements <i>Texas A&M AgriLife Extension acting as consultant or performing professional service (including testing services).</i>	• Contract Office Or • SRS	• Director/Designee	• Director/Designee
24.1.1 Analysis Testing	• Contract Office Or • SRS	• Director/Designee	• Director/Designee
24.2 Property Transfer Agreements (inventoried and non-inventoried items)			
24.2.1 Transfer or surplus property	• Unit Head/APO • Property Manager	• Property Manager	• Director/Designee
24.2.2 Transfer within the System	• Unit Head/APO • Property Manager	• Property Manager	• Director/Designee
24.2.3 Transfer to another state agency	• Unit Head/APO • Property Manager	• Property Manager	• Director/Designee
24.2.4 Transfer to an independent third party	• Unit Head/APO • Property Manager	• Property Manager	• Director/Designee
25. SERVICES AGREEMENTS (Texas A&M AgriLife Extension acquiring services)			
25.1 Educational Testing Services	• Purchasing Office • Contract Office	• Purchasing Director/Designee Or • Director/Designee	• Purchasing Director/Designee Or • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
25.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Purchasing Office • Contract Office 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee
25.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> • Purchasing Office • Contract Office 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee
25.4 Maintenance Agreements			
25.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> • Unit Head/Designee As necessary for >\$10,000: <ul style="list-style-type: none"> • Purchasing Office • HUB Coordinator 	<ul style="list-style-type: none"> • Unit Head/Designee <\$10,000 • Purchasing Director/Designee • >\$10,000 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee
25.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> • Unit Head/Designee As necessary for >\$10,000: <ul style="list-style-type: none"> • Purchasing Office • HUB Coordinator 	<ul style="list-style-type: none"> • Unit Head/Designee <\$10,000 • Purchasing Director/Designee • >\$10,000 	<ul style="list-style-type: none"> • Purchasing Director/Designee Or • Director/Designee
25.5 Non-academic Instruction <i>Recreational Sports</i>	4-H Activities: <ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
25.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 18 herein.</i>	<ul style="list-style-type: none"> • Purchasing Office • Contract Office As necessary: <ul style="list-style-type: none"> • OGC • SREO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
25.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code</i>	<ul style="list-style-type: none"> • Contract Office • Purchasing Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>§2254.021. Agreements for outside counsel must comply with Section 18 herein.</i>			
25.8 Student Medical Services	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
25.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Purchasing Office • Contract Office As necessary: <ul style="list-style-type: none"> • OGC • SREO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
26. SPECIAL EVENTS			
26.1 Conference/Short-Course	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
26.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</i>			
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
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