

TEXAS A&M AGRILIFE EXTENSION
Chancellor's Delegation of Authority for Contract Administration
Fiscal Year 2021

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 for Business Affairs or Executive Director, Budgets and Accounting 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:

Asst.	Assistant	SOBA	System Office of Budgets & Accounting
APO	Assistant Property Officer	SR	System Regulation
AVC	Associate Vice Chancellor	SREO	System Real Estate Office, a function of OGC
BOR	Board of Regents	SP	System Policy
CAO	Chief Academic Officer	SRS	Texas A&M Sponsored Research Services - Director, Assoc. Executive Director, & Executive Director
CEO	Chief Executive Officer		
CFO	Chief Financial Officer		
CIO	Chief Information Officer	SYCO	System Marketing & Communications
ED-FPC	Executive Director, Facilities, Planning & Construction	System	The Texas A&M University System
FPC	Facilities, Planning & Construction	TTC	AVC, Texas A&M System Technology Commercialization
HUB	Historically Underutilized Businesses	PI	Principal Investigator/Research
OGC	Office of General Counsel	VCR	Vice Chancellor for Research
PD	Director, Procurement		

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 Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, Contract Administration.

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	• 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 NCAA 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 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6 Recreational Sports Event Sponsorship	• N/A	• N/A	• N/A
5. COLLECTION AGENCY AGREEMENTS			
5.1 Collection of Accounts (<i>See 5.1.1 below</i>). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	• Department Head • CFO • OGC	• CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution.	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.			

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)
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> • Construction Engineer Or • Facilities Manager And • Purchasing • HUB Coordinator • Assistant Vice Chancellor for Administration 	<ul style="list-style-type: none"> • Facilities Manager/Designee Or • Construction Engineer/Designee 	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> • Construction Engineer Or • Facilities Manager And • Purchasing • HUB Coordinator • Assistant Vice Chancellor for Administration • TAMU Presidents office (on campus) • OGC • Chancellor/Designee 	<ul style="list-style-type: none"> • Board of Regents 	
6.3 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 • Assistant Vice Chancellor for Administration 	<ul style="list-style-type: none"> • Director/Designee Or • Purchasing Director/Designee 	
7. CONSULTING AGREEMENTS			
7.1 Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2 Statutory Consulting Agreements	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.

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<i>Providing consulting services to 3rd parties</i>			
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)			
8.1 Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<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
8.2 Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
9. EMPLOYMENT APPOINTMENTS			
9.1 Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as Academic	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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<i>Department Head, Interim Head, Acting Head</i>			
9.1.6 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
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• N/A	• N/A	• N/A
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	• Unit Head	• Director/Designee	• Director/Designee
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• N/A	• N/A	• N/A
9.1.10 Continuing and Extension Education	• Unit Head(s) • Human Resources	• Director/Designee	• Director/Designee
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	• N/A	• N/A	• N/A
9.1.12 Off-Campus Instruction	• N/A	• N/A	• N/A
9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	• Unit HR Coordinator	• Unit Head	• Unit Head
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	• Unit HR Coordinator	• Unit Head	• Unit Head

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9.2.2 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
9.2.3 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
10. EMPLOYEE BENEFITS CONTRACTS – Risk Management			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	N/A	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
11. EQUIPMENT LEASE AGREEMENTS			
<i>Texas A&M AgriLife Extension as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of Texas A&M AgriLife Extension-owned equipment.</i>	<ul style="list-style-type: none"> Unit Head/Designee <\$10,000 Purchasing Office >\$10,000 As necessary: <ul style="list-style-type: none"> Contract Office OGC >\$100,000 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee
11.2 Equipment Lease for <i>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.</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
11.2.1 Rental Vehicles <i>(Non- Texas A&M AgriLife Extension Lessee)</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
11.2.2 Equipment	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<i>Texas A&M AgriLife Extension as Lessee</i>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for Texas A&M AgriLife Extension use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> Unit Head/Designee <\$10,000 Purchasing Office >\$10,000 As necessary: <ul style="list-style-type: none"> Contract Office 	<ul style="list-style-type: none"> Director/Designee 	<ul style="list-style-type: none"> Director/Designee

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11.4 Equipment Lease (Rental) <i>Rental of equipment for Texas A&M AgriLife Extension use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • OGC >\$100,000 • Unit Head/Designee <\$10,000 • Purchasing Office >\$10,000 As necessary: <ul style="list-style-type: none"> • Contract Office • OGC >\$100,000 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Construction related - Construction Engineer or Facilities Manager • Intellectual Property – Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant 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
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant 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
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
13.4 Other Banking Functions (Custodial agreements, securities lending 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
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)			

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14.1 Grants (sponsored projects) (See Section 24.1)	<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 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority
14.2 Student Financial Aid	• N/A	• N/A	• N/A
14.3 Funding Agreements (Academic)	• N/A	• N/A	• N/A
14.4 Funding Agreements (Non-Academic)	<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 	<ul style="list-style-type: none"> • Director/Designee Or • SRS administered projects follow the SRS delegation of authority
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 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.	• N/A	• N/A	• N/A
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	• N/A	• N/A	• N/A
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	• N/A	• N/A	• N/A
15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User)	• N/A	• N/A	• N/A

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NOTE: <u><i>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.</i></u>			
15.5 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
15.6 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
16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&M Technology Commercialization (TTC)			
16.1 Technology Transfer			
16.1.1 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
16.1.2 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
16.1.3 Trademark License	<ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • TTC Executive Director Or • Director/Designee 	<ul style="list-style-type: none"> • TTC Executive Director Or • Director/Designee
16.1.4 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
16.1.5 Software License	See Section 22.3 herein. Or <ul style="list-style-type: none"> • TTC • OGC 	<ul style="list-style-type: none"> • See Section 22.3 herein Or • TTC Executive Director 	<ul style="list-style-type: none"> • See Section 22.3 herein Or • TTC Executive Director
16.1.6 Material Transfer (<i>Commercial</i>)	<ul style="list-style-type: none"> • Unit Head • TTC • Contract Office • Risk & Compliance As necessary: <ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • Director/Designee Or • TTC Executive Director 	<ul style="list-style-type: none"> • Director/Designee Or • TTC Executive Director
16.1.7 Material Transfer (<i>Non-Commercial</i>)	<ul style="list-style-type: none"> • Unit Head • Contract Office • Risk & Compliance 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

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	As necessary: • TTC		
16.2 Intellectual Property Application and Prosecution	• OGC • TTC	• TTC Executive Director	• TTC Executive Director
16.3 Collegiate Licensing	• N/A	• N/A	• N/A
16.4 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>	• Contract Office As needed: • TTC	• Director/Designee	• Director/Designee
16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	• Contract Office As needed: • TTC	• Director/Designee	• Director/Designee
16.6 Business Services Agreements (with outside entities)	• Contract Office As needed: • TTC	• Director/Designee	• Director/Designee
16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	• Contract Office If Foreign: • Risk & Compliance	• Director/Designee	• Director/Designee
16.8 Federal/State Program Participation Agreements	• Contract Office As needed: • TTC	• Director/Designee	• Director/Designee
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	As Needed: • Contract Office • OGC • TTC	• Director/Designee	• Director/Designee
16.10 Intra-System Agreements	• Contract Office As needed: • TTC	• Director/Designee	• Director/Designee

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Commitments for the use/acquisition (provision) from (to) other System Members			
16.11 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
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS			
17.1 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
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</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
18. INTRA-SYSTEM AGREEMENT			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	As necessary: <ul style="list-style-type: none"> • Contract Office • Chief Financial Officer 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (See 19.1.1 below) 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.			
19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor More than \$300,000 BOR	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • OGC 	<ul style="list-style-type: none"> • Chancellor \$100,000-\$300,000 • BOR >\$300,000
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain,</i>	<ul style="list-style-type: none"> • Director/Designee • OGC 	<ul style="list-style-type: none"> • Attorney General 	<ul style="list-style-type: none"> • Attorney General

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<i>manage and approve all outside counsel for the System and its members.</i>			
20. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between Texas A&M AgriLife Extension and non- Texas A&M AgriLife Extension entities; contracts to perform educational and service activities consistent with the Texas A&M AgriLife Extension mission.</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
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</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
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</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
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
20.5 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
20.6 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
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between Texas A&M AgriLife Extension and non-Texas A&M AgriLife Extension 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
22. PURCHASE AGREEMENTS (Texas A&M AgriLife Extension acquiring goods and non-professional services)			

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)
22.1 <i>Texas A&M AgriLife Extension Purchase Orders</i> <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 Texas A&M AgriLife Extension 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
22.2 <i>Vendor Purchase Orders</i> <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
22.3 <i>Software License Agreements</i> <i>Contract for site use of computer software using vendor supplied document or agreement.</i>			
22.3.1 <i>Department</i> <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 • HUB Coordinator • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.3.2 <i>System Offices</i> <i>Contract providing System Office computing application.</i>	<ul style="list-style-type: none"> • Unit Head/Designee As required: <ul style="list-style-type: none"> • Purchasing Office • HUB Coordinator • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.4 <i>Memberships</i> <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>			
22.4.1 <i>Professional/Service Associations</i> <i>Purchase by Texas A&M AgriLife Extension on behalf of</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

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>an individual, group or the institution of a membership in a professional or service organization.</i>			
22.4.2 Social/Individual Purchase by Texas A&M AgriLife Extension on behalf of an individual of a membership in a social organization.	<ul style="list-style-type: none"> • Social Memberships are not typically paid by Texas A&M AgriLife Extension • Reviewed by CFO on an individual basis 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.5 Library Acquisitions Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
22.6 Library Subcontracts Texas A&M AgriLife Extension library subcontracts to provide off-campus library 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
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	<ul style="list-style-type: none"> • OGC As necessary: <ul style="list-style-type: none"> • Contract Office • Chief Financial Officer 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
22.8 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 	<ul style="list-style-type: none"> • Director/Designee
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §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

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)
22.10 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
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01) ¹ * Monetary Categories Above Do Not Apply to this Section			
23.1 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/Executive Associate Director • SREO/OGC As Necessary: Unit Head	N/A - Chancellor or System CFO executes purchases of \$1,000,000 or less (after BOR approval if consideration is over \$1,000,000)	
23.2 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/Executive Associate Director • SREO/OGC 	N/A - Chancellor, System CFO or General Counsel executes all documents (after BOR approval)	
23.3 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/OGC • SOBA As necessary: <ul style="list-style-type: none"> • Financial Reporting Office • Property Office 	<ul style="list-style-type: none"> • Director/Executive Associate Director 	
23.4 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 to dispose of or exchange real property. ○ Member CEOs may recommend disposal or exchange of System real property. 	<ul style="list-style-type: none"> • Director/Executive Associate Director • SREO/OGC As Necessary: <ul style="list-style-type: none"> • Unit Head 	N/A - Chancellor or System CFO executes after BOR approval, if necessary	
23.5 Lease of Real Property			
23.5.1 TO 3 rd Parties <ul style="list-style-type: none"> ○ Lease of SYSTEM-owned facilities and/or land for a period. SREO 	<ul style="list-style-type: none"> • Contract Office • Director/Executive Associate Director • SREO/OGC 	If Lease term is 5 years or less: <ul style="list-style-type: none"> • Director/Executive Associate Director/Asst Vice Chancellor for Administration 	

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>shall review leases as required by SR 41.01.01, §5.</i></p> <ul style="list-style-type: none"> ○ <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> 	<p>As Necessary:</p> <ul style="list-style-type: none"> ● Unit Head 	<ul style="list-style-type: none"> ● Period of >5 years BOR 	
<p>23.5.2 FROM 3rd Parties <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> <i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> ● Contract Office ● SREO/OGC <p>As necessary:</p> <ul style="list-style-type: none"> ● Purchasing Office ● Unit Head 	<p>If Lease term is 5 years or less <u>and</u> \$500,000 or less:</p> <ul style="list-style-type: none"> ● Director/Executive Associate Director/Asst Vice Chancellor for Administration 	
<p>23.5.3 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></p>	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ● N/A 	
<p>23.6 Easements (SP 41.01, §6)</p>			
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> ● Director/Executive Associate Director ● SREO/OGC 	<p>N/A - Managing Counsel, Property & Construction executes</p>	
<p>23.6.2 System as Grantee (easement across 3rd party's property) (Requires BOR approval if over \$300,000)</p>	<ul style="list-style-type: none"> ● Director/Executive Associate Director ● SREO/OGC 	<p>N/A - Managing Counsel, Property & Construction, Chancellor or System CFO executes</p>	
<p>23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)</p>	<ul style="list-style-type: none"> ● Director/Executive Associate Director ● SREO/OGC 	<p>N/A - Chancellor or System CFO executes</p>	
<p>23.7 Housing Agreements</p>			

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23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	• N/A	• N/A	
23.7.2 Residence Hall <i>On-campus student housing.</i>	• N/A	• N/A	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	• N/A	• N/A	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	• N/A	• N/A	
23.8 Other Grants of Rights in Real Property			
23.8.1 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	• Unit Head • SREO/OGC As necessary: Contract Office	• Director/Executive Associate Director/Asst Vice Chancellor for Administration	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	• Contract Office • SREO/OGC	Managing Counsel, Property & Construction or • Director/Executive Associate Director • Period >5 years BOR	
23.8.3 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	• Unit Head As necessary: • Contract Office • SREO/OGC	• Unit Head per Delegation of Authority Or • Director/Executive Associate Director/Asst Vice Chancellor for Administration	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	• Director/Executive Associate Director • SREO/OGC	N/A - Chancellor or System CFO executes	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division	• Director/Executive Associate Director	N/A - Managing Counsel, Property & Construction executes	

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Orders, Pooling Agreements, Production Sharing Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> • SREO/OGC 		
23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> • SREO/OGC • Contract Office As necessary: <ul style="list-style-type: none"> • Director/Executive Associate Director 	Managing Counsel, Property & Construction or	<ul style="list-style-type: none"> • Director/Executive Associate Director/Asst Vice Chancellor for Administration
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> • Contract Office • Purchasing Office 	Managing Counsel, Property & Construction or	<ul style="list-style-type: none"> • Director/Executive Associate Director
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • N/A 	N/A – Director of RELLIS Campus executes	
24. RESEARCH AGREEMENTS			
24.1 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
24.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for	<ul style="list-style-type: none"> • Contract Office Or 	<ul style="list-style-type: none"> • Director/Designee Or 	<ul style="list-style-type: none"> • Director/Designee Or

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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"> • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • SRS administered projects follow the SRS delegation of authority 	<ul style="list-style-type: none"> • SRS administered projects follow the SRS delegation of authority
24.3 Proposal Submissions	<ul style="list-style-type: none"> • AgriLife Proposal Administration OR SRS • Unit Head • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
24.4 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
24.5 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
24.6 Material Transfer Agreements	<ul style="list-style-type: none"> • Contract Office Or • SRS <p>As necessary:</p> <ul style="list-style-type: none"> • TTC 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
24.7 Testing/Analytical 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
24.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production 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
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	<ul style="list-style-type: none"> • Contract Office <p>As necessary:</p> <ul style="list-style-type: none"> • CFO 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee

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26. SALES AGREEMENTS (<i>Texas A&M AgriLife Extension providing goods or services</i>)			
26.1 Consultant/Professional Service Agreements <i>Texas A&M AgriLife Extension acting as consultant or performing professional service (including testing services).</i>	<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
26.1.1 Analysis Testing	<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
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Unit Head/APO • Property Manager 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • Director/Designee
26.2.2 Transfer within the System	<ul style="list-style-type: none"> • Unit Head/APO • Property Manager 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • Director/Designee
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Unit Head/APO • Property Manager 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • Director/Designee
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Unit Head/APO • Property Manager 	<ul style="list-style-type: none"> • Property Manager 	<ul style="list-style-type: none"> • Director/Designee
27. SERVICES AGREEMENTS (<i>Texas A&M AgriLife Extension acquiring services</i>)			
27.1 Educational Testing Services	<ul style="list-style-type: none"> • Purchasing Office • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Purchasing Office • Contract Office 	<ul style="list-style-type: none"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.3 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"> • Director/Designee 	<ul style="list-style-type: none"> • Director/Designee
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment 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 <ul style="list-style-type: none"> • Director/Designee >\$10,000	<ul style="list-style-type: none"> • Director/Designee

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<i>as an integral part of equipment purchase.</i>			
27.4.2 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 • Director/Designee >\$10,000 	<ul style="list-style-type: none"> • Director/Designee
27.5 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
27.6 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 19 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
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</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
27.8 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
27.9 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
28. SPECIAL EVENTS			
28.1 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
28.2 Exhibition Loan 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

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<i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>			
29. UNCLASSIFIED AGREEMENTS <i>Contracts and agreements not specifically classified above.</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