

**TEXAS A&M AGRILIFE RESEARCH  
Delegation of Authority for Contract Administration  
Fiscal Year 2022**

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

**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 a materially unaltered contract form or template approved by OGC within the preceding three years, or as otherwise approved pursuant to *TAMUS Contract Review Guidelines and Checklist, Section D, OGC Contract Review and Approval Procedures and Guidelines*;
  - 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 comply 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 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to System Contract Management to ensure proper reporting is completed.
- 6 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)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	• N/A	• N/A	• N/A
1.2 RELLIS Advertising Agreements	• N/A	• N/A	• N/A
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	• Contract Office • Risk & Compliance	• Director/Designee	• Director/Designee
2.2 Private Companies & Foundations	• Contract Office	• Director/Designee	• Director/Designee
<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	• N/A	• N/A	• N/A
<b>4. ATHLETIC AGREEMENTS</b>			
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
<b>5. COLLECTION AGENCY AGREEMENTS</b>			
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</i>	• Department Head • CFO • OGC	• CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b>	

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<i>collection agency contracts for the System and its members.</i>			
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>			
6.1 Minor Projects (Less than \$4,000,000)	<ul style="list-style-type: none"> <li>• Construction Engineer</li> <li>Or</li> <li>• Facilities Manager</li> <li>And</li> <li>• Purchasing</li> <li>• HUB Coordinator</li> <li>• Assistant Vice Chancellor for Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities Manager/Designee</li> <li>Or</li> <li>• Construction Engineer/Designee</li> </ul>	
6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)	<ul style="list-style-type: none"> <li>• Construction Engineer</li> <li>Or</li> <li>• Facilities Manager</li> <li>And</li> <li>• Purchasing</li> <li>• HUB Coordinator</li> <li>• Assistant Vice Chancellor for Administration</li> <li>• TAMU Presidents office (on campus)</li> <li>• OGC</li> <li>• Chancellor/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Regents</li> </ul>	
6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	<ul style="list-style-type: none"> <li>• Construction Engineer</li> <li>Or</li> <li>• Facilities Manager</li> <li>And</li> <li>• Purchasing Office</li> <li>• HUB Coordinator</li> <li>• Assistant Vice Chancellor for Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	
<b>7. CONSULTING AGREEMENTS</b>			

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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 <i>Providing consulting services to 3<sup>rd</sup> parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
<b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>			
8.1 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"> <li>• Unit Head</li> <li>As necessary:</li> <li>• Property Manager</li> <li>• Financial Reporting</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
8.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3 Intellectual Property Gifts	See Section 16.10 herein	See Section 16.10 herein.	See Section 16.10 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>			
9.1 Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
9.1.1 Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments <i>(e.g. Visiting Faculty Titles &amp; Lecturer Titles)</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

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9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• N/A	• N/A	• N/A
9.1.5 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
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

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9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	<ul style="list-style-type: none"> <li>• Unit HR Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>
<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	<ul style="list-style-type: none"> <li>• Unit HR Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	<ul style="list-style-type: none"> <li>• Unit HR Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head</li> </ul>
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>Texas A&amp;M AgriLife Research 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&amp;M AgriLife Research-owned equipment.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Contract Office</li> <li>• CFO</li> <li>• OGC &gt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
11.2 Equipment Lease for <i>Texas A&amp;M AgriLife Research-Related Activities Non-employee (student, conference, etc.) rental for a specified period of Texas A&amp;M AgriLife Research-owned equipment.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
11.2.1 Rental Vehicles ( <i>Non- Texas A&amp;M AgriLife Research Lessee</i> )	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
11.2.2 Equipment	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<i>Texas A&amp;M AgriLife Research as Lessee</i>			

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11.3 Equipment Lease with Purchase Option <i>Rental of equipment for Texas A&amp;M AgriLife Research use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$10,000</li> <li>• Purchasing Office &gt;\$10,000</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• OGC &gt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
11.4 Equipment Lease (Rental) <i>Rental of equipment for Texas A&amp;M AgriLife Research use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$10,000</li> <li>• Purchasing Office &gt;\$10,000</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• Contract Office</li> <li>• OGC &gt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> <li>• Construction related - Construction Engineer or Facilities Manager</li> <li>• Intellectual Property – Contract Office</li> <li>• Real Estate Related – Contract Office/System Real Estate/OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			



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13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
13.3.2 Bond Counsel (See Section 19.2 Legal)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)</b>			
14.1 Grants (for sponsored research project related grants see Section 24.1)	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
14.3 Funding Agreements ( <i>Academic</i> )	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
14.4 Funding Agreements ( <i>Non-Academic; Non-Sponsored Research</i> )	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)</b>			
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.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

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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)  NOTE: <b><u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u></b>	• N/A	• N/A	• N/A
15.5 Workers’ Compensation Insurance Claims processing or settlement	• N/A	• N/A	• N/A
15.6 Administrative Contracts	• N/A	• N/A	• N/A
<b>16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC) – out-bound licensing, sale, or transfer of Intellectual Property.</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement ( <i>Technology Transfer</i> )	• TTC • OGC	• TTC Executive Director	• TTC Executive Director
16.1.2 Non-Patent License Agreement ( <i>Technology Transfer</i> ) (trade secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.)	• TTC • OGC	• TTC Executive Director	• TTC Executive Director
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	• TTC • OGC	• TTC Executive Director	• TTC Executive Director
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	• TTC • OGC	• TTC Executive Director Or • Director/Designee	• TTC Executive Director Or • Director/Designee
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	See Section 22.3 herein.

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16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> <li>• OGC</li> <li>Or</li> <li>• TTC and OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> <li>Or</li> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> <li>Or</li> <li>• Director/Designee</li> </ul>
16.1.5 Option Agreement for future License of Disclosed System Intellectual Property	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
16.1.6 Inter-Institutional Agreement Related to Disclosed System Intellectual Property( <i>educational institutions</i> )	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> <li>•</li> </ul>
16.1.7.1 Assignment of Intellectual Property to Third Party ( <i>IP does not exist at time of Sponsored Research Agreement</i> )	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.1.7.2 Assignment of Intellectual Property to Third Party ( <i>Existing System IP</i> )	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
16.1.8 Intellectual Property Release to Inventor/Author	<ul style="list-style-type: none"> <li>• Unite Head</li> <li>• TTC</li> <li>• OGC</li> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
16.1.9 Material Transfer Agreement covering System Intellectual Property ( <i>Commercial</i> )	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• TTC</li> <li>• Contract Office</li> <li>• Risk &amp; Compliance</li> </ul> <p>As necessary:</p> <ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• TTC Executive Director</li> </ul>
16.1.10 Material Transfer Agreement covering System Intellectual Property ( <i>Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• Contract Office</li> <li>• Risk &amp; Compliance</li> </ul> <p>As necessary:</p> <ul style="list-style-type: none"> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.2 Disclosure and Protection of Intellectual 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)
16.2.1 Invention/Software Copyright Disclosure	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure) if inventors cannot agree	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement if inventors cannot agree	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.2.3.1 Members Sharing Agreement	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.2.3.2 Members Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.2.4 Intellectual Property Application and Prosecution (patents; copyright registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> <li>• OGC</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	As needed: <ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.3 Collegiate Licensing	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
16.4 Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property <i>Committing Texas A&amp;M AgriLife Research 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"> <li>• TTC</li> </ul> As needed: <ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
16.8 Memorandum of Agreement	<ul style="list-style-type: none"> <li>• TTC</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>

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>Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country</i>)</p>			
<p>16.9 Creation of System Business Entity to Commercialize System Intellectual Property</p>	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• OGC</li> <li>• TTC</li> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
<p>16.10 Intellectual Property Gifts</p>			
<p>16.10.1 IP Offer to System in Exchange for Royalty Sharing</p>	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• OGC</li> <li>• TTC</li> <li>Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
<p>16.10.2 IP Offer to Member in Exchange for Royalty Sharing</p>	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• OGC</li> <li>• TTC</li> <li>Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
<p>16.10.3 IP Offer to System of Charitable Gift</p>	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• OGC</li> <li>• TTC</li> <li>Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> </ul>
<p>16.10.4 IP Offer to Member of Charitable Gift</p>	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• OGC</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<p>16.11 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements</p>	<p>As Needed:</p> <ul style="list-style-type: none"> <li>• OGC</li> <li>• TTC</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> <li>Or</li> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• TTC Executive Director</li> <li>Or</li> <li>• Director/Designee</li> </ul>

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)
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>			
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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>
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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS – follow SRS Delegation of Authority</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b>			
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"> <li>• Contract Office</li> <li>• Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
18.2 RELLIS Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation ( <i>See 19.1.1 below</i> ) <i>All settlements shall have concurrence of the Texas A&amp;M AgriLife Research CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor \$100,000-\$300,000</li> <li>• BOR &gt;\$300,000</li> </ul>
19.2 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>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Attorney General</li> </ul>	<ul style="list-style-type: none"> <li>• Attorney General</li> </ul>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC</b>			

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)
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between Texas A&amp;M AgriLife Research and non-Texas A&amp;M AgriLife Research entities; contracts to perform educational and service activities consistent with the Texas A&amp;M AgriLife Research mission.</i>	• N/A	• N/A	• N/A
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	• N/A	• N/A	• N/A
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	• N/A	• N/A	• N/A
20.4 International Study Abroad Program	• N/A	• N/A	• N/A
20.5 Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for Texas A&amp;M AgriLife Research' students.</i>	• N/A	• N/A	• N/A
20.6 Work Study Program Agreements	• N/A	• N/A	• N/A
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between Texas A&amp;M AgriLife Research and non-Texas A&amp;M AgriLife Research entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>As necessary:</li> <li>• Risk &amp; Compliance</li> <li>• OGC</li> <li>• TTC</li> </ul>	• Director/Designee	• Director/Designee
<b>22. PURCHASE AGREEMENTS (Texas A&amp;M AgriLife Research acquiring goods and services not addressed in Section 27)</b>			
22.1 <i>Texas A&amp;M AgriLife Research Purchase Orders - Purchase of goods or services from outside vendor using standard forms promulgated by Texas A&amp;M</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>As required for &gt;\$10,000:</li> <li>• Purchasing Office</li> <li>• HUB Coordinator</li> </ul>	• Unit Head/Designee <\$10,000	• Purchasing 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>AgriLife Research, which are processed through the appropriate bid process in accordance with Texas A&amp;M AgriLife Research policies and State requirements.</i>		<ul style="list-style-type: none"> <li>• Purchasing Director/Designee &gt;\$10,000</li> </ul>	
22.2 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"> <li>• Unit Head/Designee As required for &gt;\$10,000:</li> <li>• Purchasing Office</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$10,000</li> <li>• Purchasing Director/Designee &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Director/Designee</li> </ul>
22.2.1 Hotel Contract <i>Purchase of goods or services from outside facilities vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Purchasing Office &gt;\$10,000</li> <li>• Contract Office &gt;\$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$50,000 with standard Facility Use Addendum</li> <li>• Director/Designee &gt;\$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.3 Software License Agreements <i>Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Purchasing Office &gt;\$10,000</li> </ul> As required: <ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.3.2 System Offices <i>Contract providing System Office or System-wide computing application.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Purchasing Office &gt;\$10,000</li> </ul> As required: <ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.3.3 Intellectual Property (not through TTC) <i>Contracts containing IP Provisions</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> </ul> As Required: <ul style="list-style-type: none"> <li>• Purchasing Office</li> <li>• HUB Coordinator</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.4 Memberships			



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>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>			
22.4.1 Professional/Service Associations <i>Purchase by Texas A&amp;M AgriLife Research 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"> <li>• Unit Head</li> <li>• CFO</li> </ul>	Group or Institution <ul style="list-style-type: none"> <li>• CFO</li> <li>Or</li> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.4.2 Social/Individual <i>Purchase by Texas A&amp;M AgriLife Research on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• Social Memberships are not typically paid by Texas A&amp;M AgriLife Research</li> <li>• Reviewed by CFO on an individual basis</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.5 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"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
22.6 Library Subcontracts <i>Texas A&amp;M AgriLife Research library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• OGC</li> <li>As necessary:</li> <li>• Contract Office</li> <li>• Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>• Purchasing Office &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>•</li> </ul>

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)
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>As necessary:</li> <li>• Financial Reporting Office</li> <li>• Property Office</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
22.10 Financing Service Agreements related to the acquisition of good or services.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
22.11 Purchasing Agreements not classified elsewhere	<ul style="list-style-type: none"> <li>• Purchasing Office &gt;\$10,000</li> <li>As necessary:</li> <li>• Contract Office</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>			
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"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if consideration is over \$1,000,000</li> <li>• Chancellor or CFO approves and executes purchases of \$1,000,000 or less</li> </ul>	
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"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, CFO or General Counsel executes all documents <b>(after BOR approval)</b></li> </ul>	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO and/or SERO</li> <li>• OGC</li> <li>• SOBA</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee can accept after approval of OGC and SOBA</li> <li>• CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices</li> </ul>	
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"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO executes after BOR approval, if necessary</li> </ul>	

<sup>1</sup> 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)
<ul style="list-style-type: none"> <li>○ <i>Member CEOs may recommend disposal or exchange of System real property.</i></li> </ul>			
<b>23.5 Lease of Real Property</b>			
<p>23.5.1 TO 3<sup>rd</sup> Parties</p> <ul style="list-style-type: none"> <li>○ <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></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or CFO (if property assigned to System Offices)</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee if term of 5 years or less; Chancellor or CFO if property assigned to System Offices or if Lease approved by BOR</li> </ul>	
<p>23.5.2 FROM 3<sup>rd</sup> Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for Texas A&amp;M AgriLife Research use for a specified period.</i></p> <p><i>See SP 41.01, §4 and SR 41.01.01, §6</i></p>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO</li> <li>• Purchasing Office &gt;\$10,000</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee, Chancellor or CFO depending on term, amount, and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>• <b>5 yrs. or less/\$500,000 or less – CEO or CFO</b></li> <li>• <b>10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or CFO</b></li> <li>• <b>More than 10 yrs. or greater than \$1,000,000 - BOR</b></li> </ul>	
<p>23.5.3 Student Retreat Facility</p> <p><i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for Texas A&amp;M AgriLife Research use for a specific student retreat.</i></p>	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul> <p>As needed:</p> <ul style="list-style-type: none"> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	
<b>23.6 Easements (SP 41.01, §6)</b>			
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	

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)
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party's property) <b>(Requires BOR approval if over \$300,000)</b>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> <li>• Chancellor or CFO (if BOR approval required)</li> </ul>	
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO executes after BOR approval</li> </ul>	
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul> As needed: <ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	
23.7.2 Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul> As needed: <ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>23.8 Other Grants of Rights Related to Real Property</b>			
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	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul> As needed: <ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	

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23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO</li> <li>• OGC</li> </ul> As needed: <ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> 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"> <li>• Contract Office</li> </ul> As needed: <ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• VCBA or Managing Counsel, Property &amp; Construction if property assigned to System Offices</li> </ul>	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO</li> </ul>	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA, Landman IV or Managing Counsel, Property &amp; Construction</li> </ul>	
23.8.6 Other Documents (i.e. Surface Use Agreements; Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Non-Disclosure/Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements	<ul style="list-style-type: none"> <li>• SREO and/or SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	

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of fact; and non-substantive amendments to documents, etc.)			
23.8.7 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO</li> </ul>	
23.8.8 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• VCBA</li> </ul>	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• SREO</li> <li>• OGC</li> <li>• Purchasing Office &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>• VCBA or Managing Counsel, Property &amp; Construction</li> </ul>	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director of RELLIS Campus</li> </ul>	
<b>24. RESEARCH AGREEMENTS</b>			
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, cooperative agreements, and consortium agreements</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>
24.2 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"> <li>• Contract Office</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> <li>Or</li> <li>• SRS administered projects follow the SRS delegation of authority</li> </ul>
24.3 Proposal Submissions	<ul style="list-style-type: none"> <li>• AgriLife Proposal Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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	Or • SRS • Unit Head • Contract Office		
24.4 Teaming Agreements	• Contract Office	Director/Designee	• Director/Designee
24.5 Non-disclosure/Confidentiality Agreements	• Contract Office Or • SRS	• Director/Designee	• Director/Designee
24.6 Material Transfer Agreements	• Contract Office Or • SRS As necessary: • TTC	• Director/Designee	• Director/Designee
24.7 Testing/Analytical Agreements	• Contract Office Or • SRS	• Director/Designee	• Director/Designee
24.8 Intellectual Property Agreements (Not through TTC) Research Agreements with IP Terms	• Contract Office As needed: • TTC Or • SRS administered projects follow SRS delegation of authority	• Director/Designee	• Director/Designee
24.9 Misc. Research Agreements and agreements ancillary to research agreements. <i>Includes Vessel Time Charter Agreements; Video Production Agreements; Facility Use Agreements; etc.</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
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25.1 Revenue Generating	• Contract Office As necessary: • CFO	• Director/Designee	• Director/Designee

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25.2 RELLIS Campus Revenue Generating	•	•	•
<b>26. SALES AGREEMENTS</b> ( <i>Texas A&amp;M AgriLife Research providing goods or services</i> )			
26.1 Consultant/Professional Service Agreements (non-statutory) <i>Texas A&amp;M AgriLife Research acting as consultant or performing professional service (including testing services).</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul>	• Director/Designee	• Director/Designee
26.1.1 Intellectual Property Agreements (Not through TTC) Services Agreements with IP terms	• Contract Office	• Director/Designee	• Director/Designee
26.1.2 Analysis/Testing	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>Or</li> <li>• SRS</li> </ul>	• Director/Designee	• Director/Designee
<b>26.2 Property Transfer Agreements</b> (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Property Manager</li> </ul>	• Property Manager	• Director/Designee
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Property Manager</li> </ul>	• Property Manager	• Director/Designee
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Property Manager</li> </ul>	• Property Manager	• Director/Designee
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>• Unit Head/APO</li> <li>• Property Manager</li> </ul>	• Property Manager	• Director/Designee
26.3 Unclassified Services Providing services not specified elsewhere.	<ul style="list-style-type: none"> <li>• Contract Office</li> <li>As needed</li> <li>• OGC</li> </ul>	• Director/Designee	• Director/Designee
<b>27. SERVICES AGREEMENTS</b> ( <i>Texas A&amp;M AgriLife Research acquiring services</i> )			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>• Purchasing Office &gt;\$10,000</li> <li>• Contract Office</li> </ul>	• Director/Designee	• Director/Designee
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>• Purchasing Office &gt;\$10,000</li> <li>• Contract Office</li> </ul>	• Director/Designee	• Director/Designee
27.3 Lecture/Seminar Speaker Agreements	<ul style="list-style-type: none"> <li>• Purchasing Office &gt;\$10,000</li> <li>• Contract Office</li> </ul>	• Director/Designee	• Director/Designee



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<i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>			
27.4 Maintenance Agreements			
27.4.1 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"> <li>• Unit Head/Designee</li> <li>• Purchasing Office &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$10,000</li> <li>• Director/Designee &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	<ul style="list-style-type: none"> <li>• Unit Head/Designee</li> <li>• Purchasing Office &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Head/Designee &lt;\$10,000</li> <li>• Director/Designee &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
27.5 Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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"> <li>• Purchasing Office &gt;\$10,000</li> <li>• Contract Office</li> </ul> As necessary: <ul style="list-style-type: none"> <li>• OGC</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
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"> <li>• Contract Office</li> <li>• Purchasing Office &gt;\$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
27.8 Student Medical Services	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
27.9 Unclassified Services	<ul style="list-style-type: none"> <li>• Purchasing Office &gt;\$10,000</li> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>

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<i>Purchase of services not specified elsewhere.</i>	As necessary: <ul style="list-style-type: none"> <li>• OGC</li> <li>• SREO</li> </ul>		
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
28.2 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"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>
<b>29. UNCLASSIFIED AGREEMENTS</b>			
29.1 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	<ul style="list-style-type: none"> <li>• Contract Office</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>	<ul style="list-style-type: none"> <li>• Director/Designee</li> </ul>