

**The Texas A&M University System Health Science Center**  
**President's Delegation of Authority**  
**For Contract Administration**  
**HSC Internal Policy 25.07.01.Z1.01**  
(As of 11/19/07)

(for contracts which involve a stated or implied consideration within stated limits and primary terms of five years or less)

Type of Contract	Routing for Review	Authorization to Execute \$0 to \$100,000	Authorization to Execute over \$100,000 to \$200,000
<b>1. Affiliation Agreements/ Memoranda of Understanding</b> (programmatic commitments with foreign government bodies, private companies, foundations, academic institutions; also includes intrasystem & interagency)	Department Chair Dean/Director IBT HSC Contracts Officer	Office of VP for Finance & Administration  Office of VP for Academic Affairs (non-monetary)	President (or designee)
<b>2. Donor Agreements</b>  2.1 Acceptance of personal property with donor restrictive covenants	Department Chair Dean/Director IBT HSC Contracts Officer Foundation Officer (if applicable) HSC Property Officer ( > \$5000)	Office of VP for Finance & Administration <i>(requires BOR final acceptance, see note at bottom of page)</i>	Office of VP for Finance & Administration <i>(requires BOR final acceptance, see note at bottom of page)</i>
2.2 Acceptance of real property; bequests	Same as above plus VP Finance & Administration	Office of VP for Finance & Administration <i>(requires BOR acceptance and approval through TAMU System Real Estate Office)</i>	President <i>(requires BOR acceptance and approval through TAMU System Real Estate Office)</i>
<i>(Note: The Board of Regents reserves the authority to grant final acceptance of all gifts as per System Policy 21.05)</i>			
<b>3. Federal/State/Private Grant Program Participation Agreements</b>  3.1 Academic research/training grants	Department Chair/ Center Director IBT Director of Financial Aid (as needed) Component Fiscal Officer Dean/Director IBT	Office of VP for Research	Office of VP for Research
3.2 Student financial aid, all others		Office of VP for Finance & Administration	Office of VP for Finance & Administration

Type of Contract	Routing for Review	Authorization to Execute \$0 to \$100,000	Authorization to Execute over \$100,000 to \$200,000
<p><b>4. Federal/State Regulatory Agreements</b> (permits, licenses, declarations, applications filed with regulatory agencies)</p>	<p>Department Chair Component Fiscal Officer Dean/Director IBT</p>	<p>Office of VP for Finance &amp; Administration</p> <p>Office of VP for Research (where indicated)</p>	<p>Office of VP for Finance &amp; Administration</p> <p>Office of VP for Research (where applicable)</p>
<p><b>5. Intellectual Property Agreements</b> (technology transfer, patents; <b>see System Policy 17.02</b>)</p>	<p>Inventor Department Chair Dean/Director IBT Technology Licensing Office General Counsel</p>	<p>Office of VP for Research</p> <p>Technology Licensing Office (for patent application &amp; prosecution only)</p>	<p>Office of VP for Research</p> <p>Technology Licensing Office (for patent application &amp; prosecution only)</p>
<p><b>6. Lease Agreements</b> (equipment or real property leased by HSC; see System Regulation 41.05.03)</p>	<p>Department Chair Director, Purchasing Services Component Fiscal Officer HUB Coordinator Director of Administration Dean/Director IBT TAMU System Real Estate Office General Counsel</p>	<p>Office of VP for Finance &amp; Administration</p>	<p>Office of VP for Finance &amp; Administration</p>
<p><b>7. Legal Settlements</b> (all litigation settlements shall have concurrence of the President, the General Counsel and, where required, the Attorney General) <b>See SP 9.04 and SR 9.04.01</b></p>	<p>Dean/Director IBT Chief Legal Officer Office of VP for Finance &amp; Administration President General Counsel</p>	<p>General Counsel <i>(upon recommendation of President)</i></p>	<p>Chancellor (up to \$300,000) <i>(upon recommendation of President)</i></p>

Type of Contract	Routing for Review	Authorization to Execute \$0 to \$100,000	Authorization to Execute Over \$100,000 to \$200,000
<b>8. Purchase Agreements</b> (HSC acquires goods) 8.1 \$5,000 or less	Department Chair Component Fiscal Officer	Department Chair (\$5,000 or less)	Office of VP for Finance & Administration (no dollar limit)
8.2 Over \$5,000	HUB Coordinator (\$5000 and above) Dean/Director IBT (over \$5,000)	Office of VP for Finance & Administration Over \$5,000 (no dollar limit)	
<i>(Note: All purchases of goods and services must be in compliance with System Regulation 25.99.02, the System Procurement Code, and State Statutes relating to contracting with historically underutilized businesses and persons with disabilities.)</i>			
<b>9. Sales Agreements</b> (HSC provides goods or services)	Department Chair Component Fiscal Officer Dean/Director IBT	Office of VP for Finance & Administration	President (or designee)
<b>10. Professional Services Agreements</b> (HSC acquires services)  10.1 \$5,000 or less	Department Chair Component Fiscal Officer Dean/Director IBT HUB Coordinator HSC Contracts Officer	Department Chair (\$4,999 or less)  Dean/Director IBT (\$5,000 to \$14,999)	
10.2 Over \$5,000 and up to \$100,000		Office of VP for Finance & Administration (\$15,000 to \$100,000)	President (or designee)  <i>(Note: Any purchase of a major information system as defined in Section 9-7.05 of HB 1, 76<sup>th</sup> Legislature, requires notification to the LBB)</i>
<i>(Note: Statutory Consultant Agreements (use of non-employee consultants to study or advise a state agency) no longer require approval from the Governor's Office. Agreements for retaining outside legal counsel shall be managed and approved by the System General Counsel as per System Regulation 9.04.01)</i>			

Type of Contract	Routing for Review	Authorization to Execute \$0 to \$100,000	Authorization to Execute Over \$100,000 to \$200,000
<b>11. Construction</b> Minor Construction Projects (less than \$1,000,000 for new construction, and less than \$2,000,000 for rehabilitation)	Dean/Director IBT HUB Coordinator HSC Contracts Officer Director of Administration Office of VP for Finance & Administration	President (less than \$1,000,000 for new construction)	President (less than \$2,000,000 for rehabilitation)
<b>12. Special Events</b> (conferences/short courses)	Department Chair Dean/Director IBT HSC Contracts Officer	Dean/Director IBT (less than \$20,000 )  Appropriate VP (between \$20,000 and \$100,000)	President (or designee)
<b>13. Unclassified Agreements</b> (contracts and agreements not specifically classified above)	Department Chair Dean/Director IBT HSC Contracts Officer	Office of VP for Finance & Administration	President (or designee)