

Prairie View A&M University
 President's Delegation of Authority
 for Contract Administration^{1, 2, 3}

202
 Attachment 1
 Updated: January 2005

TYPE OF CONTRACT	ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS \$0 TO \$50,000	AUTHORIZATION TO EXECUTE CONTRACTS \$50,000 TO \$200,000
1. AFFILIATION AGREEMENTS			
1.1 Agreement with Foreign Government Bodies	Dean/Director Applicable Vice President EVP/CFO	President	President
1.2 Private Companies & Foundations	Department Head Dean/Director Applicable Vice President EVP/CFO	EVP/CFO	President
2. ARTICULATION AGREEMENTS			
2.1 Agreements with other institutions of higher education regarding transfer of courses.	VPSA Provost/VPAA EVP/CFO	VPAA	N/A
3. ATHLETIC AGREEMENT			
3.1 Athletic Events Scheduled NCAA sanctioned sporting events	Athletic Director Contract & Compliance Officer	EVP/CFO	President
3.2 Athletic Event Sponsorship	Athletic Director Contract & Compliance Officer	EVP/CFO	President
3.3 Hotel Contracts/Bus Contracts	Athletic Director Contract & Compliance Officer	EVP/CFO	President

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 2. All contracts for good or services must be in compliance with System Regulation 25.99.02 and the System Procurement Code. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
 3. When an office or department is listed in the Routing for Departmental Review or Authorization to Execute Contract sections, it is the responsibility of the director of the department, or designee, to review or sign the contract.

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4. CONSTRUCTION			
4.1 Major System Facilities Construction Projects—related contracts (System Policy 51.04)			
4.1.1 Project Initiation (Form C-1) Program of Requirement Preparation	President Facilities Planning and Construction (FP&C)	VCBS	VCBS
4.1.2 Approval of Program of Requirements and Project Budget and Project Budget and Selection of Architect/Engineer Design Team (Board Approval Required)	FP&C Treasury Services Budgets and Accounting Hub Coordinator (Architect) VCBS General Counsel Chancellor	VCBS	VCBS
4.1.3 Construction Contracts on projects with total costs within the BOR approved budget require action by the Chancellor or Designee (Based on 1.1.2)	FP&C Treasury Services Budgets and Accounting HUB Coordinator (HSP) VCBS General Counsel Chancellor	VCBS	VCBS (Dollar authority to execute contract on new or rehab project is limited to project budget approved by the Board)
4.1.4 Construction Contract on projects with a total cost that exceeds the BOR approved budget or supplemental appropriation exceeding 10% of the original project budget. (Board Approval Required)	HUB Coordinator (HSP ≥ \$100,000) Budgets and Accounting FP&C Treasury Services Comptroller	VCBS	VCBS (Dollar authority limited to the supplemental Appropriation.)
Note: 1. Contracts which involve a stated or implied consideration within stated limits and primary terms of the contract shall be reviewed by the Component. 2. All contracts for goods or services must be in compliance with System Regulation 25.99.02 and underutilized businesses and procurement of goods and services from persons with disabilities. 3. When an office or department is listed in the Routing for Departmental Review or Authorization to Execute Contract sections, it is the responsibility of the director of the department, or designee, to review or sign the contract.			unless in previously approved
4.2.1 Rehabilitation Projects - Two million or less (Administered By FP&C for SAGO)	HUB Coordinator FP&C, if requested by Component General Counsel	VCBS	VCBS (Authority to execute Limited to \$2,000,000)
4.2.2 New Construction Projects - One million or less (Administered by FP&C for SAGO)	Component HUB Coordinator FP&C, if requested by Component	VCBS	VCBS

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5. CONSULTANT AGREEMENTS 5.1 Statutory Consultant Agreements Use of private consultants (not an employee) governed by Texas Gov. Code, Chapter 2254, Subchapter B. Contracts over \$25,000 must receive an approval from the CEO. Agreements for outside counsel must comply with section 13.2, below.	Department /Budget Head Purchasing Services Department Budgets and Accounting	EVP/CFO: < \$15,000 (all sources of funds) (Up to \$25K with approval of CEO)	VCBS
6. DONOR AGREEMENTS 6.1 Personal Property with Restrictions (Including Indemnification) on Acceptance (Including Cash or Cash Equivalents) 6.2 Real property (and all bequests)	Budget Head Director of Development EVP/CFO President Budget Head Director of Development EVP/CFO	Board of Regents Board of Regents	President Board of Regents Board of Regents

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7. EMPLOYMENT AGREEMENTS			
7.1 Offer Letters Conditional letters of appointment to faculty			
7.1.1 Appointment with Tenure (Rank of Associate Professor, Professor)	Department Head Dean Provost President	Chancellor Board of Regents	Chancellor Board of Regents
7.1.2 Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor)	Department Head Dean Provost President	Chancellor	Chancellor
7.1.3 Non-Tenure Track Appointments (e.g. Visiting Faculty Titles, all lecture titles)	Department Head Dean Provost	VPAA	N/A
7.1.4 Faculty Appointments in Excess of 100% Efforts	Department Head Dean Provost EVP/CFO	VPAA	President
7.2 Other Instructional Agreements Temporary Hires	Department Head Dean/Director Provost EVP/CFO	Appropriate Vice President	President
7.2.1 Staff Over 100%			

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8. GRANTS & CONTRACTS FOR RESEARCH AND OTHER SPONSORED PROGRAMS 8.1 All Grants & Contracts for Research and Sponsored Programs	Department Head Applicable VP Controller EVP/CFO	EVP/CFO (No Cost Sharing) EVP/CFO (Cost Sharing)	President (Cost Sharing) President (No Cost Sharing)
9. FEDERAL & STATE REGULATORY AGREEMENTS 9.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	Budget Head EVP/CFO	EVP/CFO	President

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10. <u>INTELLECTUAL PROPERTY AGREEMENTS (SP 17.02)</u> Technology Commercialization Office			
10.1 Patent License Agreement (Technology Transfer)	Inventor PVAMU VP for Research EVP/CFO Technology Licensing Office (TLO/ TAMU General Counsel	VCBS	VCBS
10.1.1 Invention/Software Copyright Disclosure			
10.1.2 Patent Application and Prosecution	Inventor PVAMU VP for Research TLO/TAMU	TLO/TAMU	TLO/TAMU
10.1.3 Patent Non-Disclosure Agreement	TLO/TAMU	TLO/TAMU	TLO/TAMU
10.1.4 Material Transfer Agreement (Non-Commercial)	PVAMU VP for Research	PVAMU EVP/CFO PVAMU CEO	PVAMU EVP/CFO PVAMU CEO
10.1.5 Material Transfer (Commercial)	PVAMU VP Research PVAMU EVP/CFO TLO/TAMU General Counsel	VCBS	VCBS
10.2 PVAMU Collegiate Licensing	Director, Aux. Support Services EVP/CFO	EVP/CFO	President
11. INTRA-SYSTEM AGREEMENTS Commitment for the use/acquisition (provision) of resources from (to) other System members	Budget Head EVP/CFO	EVP/CFO	resident

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12. LEASE AGREEMENT			
<u>PVAMU as Lessor</u>			
12.1 Real Property Lease Rental of University owned facility and/or land for a specified period - Five years or less	EVP/CFO System Real Estate Office	EVP/CFO	President
<u>PVAMU as Lessee</u>			
12.2 Equipment Lease/Purchase Rental of equipment for PVAMU use with fixed option to purchase for a specified period - Five years or less	Budget Head Contract & Compliance Officer EVP/CFO OGC/TAMUS	EVP/CFO	President
12.3 Equipment Lease (Rental) Rental of equipment for PVAMU use for a specified period – Five years or less	Budget Head Contract & Compliance Officer EVP/CFO OGC/TAMUS	EVP/CFO	President
12.4 Real Property Lease Rental of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land for PVAMU use for a specified period – five year or less	Budget Head Contract & Compliance Officer EVP/CFO TAMUS Real Estate	EVP/CFO	President

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13. LEGAL COUNSEL 13.1 Litigation (SP 09.04) All settlements shall have concurrence of the component CEO and the General Counsel and where required, the approval of the State Attorney General. <p style="text-align: center;">Approval to Settle</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">\$0 - \$100,000</td> <td style="text-align: center;">General Counsel</td> </tr> <tr> <td style="text-align: center;">\$100,000-\$300,000</td> <td style="text-align: center;">Chancellor</td> </tr> <tr> <td style="text-align: center;">Over \$300,000</td> <td style="text-align: center;">Board of Regents</td> </tr> </table> 13.2 Outside Legal Counsel (Regents Bylaws, Article III, Section 4 and SP 09.04.01). The General Counsel acts as liaison to the Attorney General shall retain, Manage and approve all outside counsel for the System and its components.	\$0 - \$100,000	General Counsel	\$100,000-\$300,000	Chancellor	Over \$300,000	Board of Regents	General Counsel Chancellor President Budget Head EVP/CFO General Counsel	EVP/CFO EVP/CFO	President President
\$0 - \$100,000	General Counsel								
\$100,000-\$300,000	Chancellor								
Over \$300,000	Board of Regents								
14. MEMORANDA OF AGREEMENT Pledge of Programmatic Commitments Typically Academic in Nature 14.1 Cooperative Agreements 14.2 International Affairs Documents mutual obligations for international joint programs 14.3 Work-Student Program Agreements	Department Head Dean/Director Applicable VP Department Head Dean Provost Director of Student Financial Aid EVP/CFO	EVP/CFO EVP/CFO EVP/CFO	President President President						

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15. PROFESSIONAL SERVICES AGREEMENTS (PVAMU Acquiring Professional Services)			
15.1 Educational Testing Services			
15.1.1 GED Annual Contract	Department Head EVP/CFO	EVP/CFO	President
15.2 Special Events Artistic Entertainment Performance Agreements	Budget Head Contract & Compliance Officer Purchasing Agent EVP/CFO	EVP/CFO	President
15.3 Lecture/Seminar Speaker Agreements Use of non-faculty/staff to lecture or speak in support of institutional programs	Budget Head Purchasing Agent EVP/CFO	EVP/CFO	President
15.4 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Gov. Code, Sec. 2254.002 (accounting, architecture, optometry, medicine, land surveying, and professional engineering when performed within the scope of practices.)</i>			
15.4.1 Total Cost of Services (including travel/lodging) Professional Services (Costs, including travel / lodging)	Department Head PVAMU Purchasing Department University Controller	EVP/CFO: < \$15,000 (all sources of funds) (Up to \$50K with approval of CEO)	VCBS

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16. PURCHASE AGREEMENTS (Non-Construction) (PVAMU Acquires Goods or Services) (Purchase of Outside Legal Counsel must comply with Section 13.)			
16.1 PVAMU Purchase Orders Purchase of goods or services from outside vendor using standard form promulgated by PVAMU Fiscal Office in compliance with statutory or regulatory purchasing requirements.	Budget Head Purchasing Agent EVP/CFO (>\$50,000)	EVP/CFO	EVP/CFO/President
16.2 Maintenance Agreements			
16.2.1 Purchase with Equipment Purchase Purchase of maintenance services from equipment vendor or as an integral part of equipment purchase	Budget Head Purchasing Agent EVP/CFO	EVP/CFO	EVP/CFO/President
16.2.2 Stand Alone Purchase Purchase of maintenance services independent from equipment vendor or purchase	Budget Head Purchasing Agent EVP/CFO	EVP/CFO	EVP/CFO/President
16.3 Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or agreement	Budget Head Purchasing Agent EVP/CFO	EVP/CFO	President
16.4 Software License Agreement Contract for site use of computer software using vendor supplied document or agreement	Budget Head Purchasing Agent EVP/CFO	EVP/CFO	President
16.5 Memberships Purchase of institutional membership in a professional or service organization.	Budget Head Dean/Director Applicable VP President	EVP/CFO Purchasing Agent (Purchase Order)	N/A

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16. PURCHASE AGREEMENTS (Non Construction) (CONT)			
16.6 Library Acquisitions	Director of Library Provost/VPAA	N/A	President
16.7 Licenses	Budget Head EVP/CFO	EVP/CFO	President
16.8 Partial Sale, Partial Gift Purchase (See System Policy 21.05) Required Board of Regent approval for final acceptance of the gift	Budget Head Applicable VP Purchasing Agent EVP/CFO President	Board of Regents	Board of Regents

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19. TEXAS INTER-AGENCY AGREEMENTS			
19.1 Non-Research or Sponsored Program Commitment for use/acquisition (provision) of resources from (to) another state agency	Budget Head Dean VPAA EVP/CFO	EVP/CFO	President

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