

**Sam Houston State University**  
**A Member of The Texas State University System**

**President's Office Policy PRE-05**

**DELEGATION OF AUTHORITY**

Texas State University System's Rules and Regulations, Chapter III, Section 10 Contracts, Purchases and Agreements, states that The President of each Component shall be delegated the responsibility and authority to enter into contracts, purchases, and agreements for sums less than \$500,000 whether said amount is income or expenditure, including but not limited to, interlocal contracts with Texas local government entities, and interagency cooperation agreements between a Component and another state agency, and to enter into all grants and agreements funded by private individuals, governmental agencies, and foundations without regard to the amount, unless otherwise limited by the Board. At the request of the Component President, the Vice Chancellor and General Counsel will provide advice and assistance with regard to such contracts, purchases, grants, and agreements. Upon a specific request by a member of the Board, the Chancellor, or the Vice Chancellor and General Counsel, the Component President shall submit designated contracts and agreements to the Chancellor for review by the Vice Chancellor and General Counsel.

The President may delegate power to contract, purchase, or enter into agreements of less than \$500,000, including but not limited to, interlocal contracts with Texas local government entities, and interagency cooperation agreements between a Component and another state agency, to other employees of the Component. Such delegation must be specific and in writing to be effective. The President will remain responsible for all contracts, purchases, and agreements for sums under \$500,000, and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of delegation of power to contract, purchase, or enter into agreements.

The Chancellor has delegated to the President the authority to plan, design and construct projects listed on the approved Capital Improvement Program for projects with a Total Project Cost of less than \$1,000,000, without further approvals from the Chancellor or the System.

Presidential delegation to campus personnel must be specific and in writing to be effective.

The President will remain responsible for all contracts, purchases, and agreements and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of delegation.

The President delegates authority to enter into contracts, purchases and agreements in the attached Delegation of Authority matrix. This document outlines recommended routing and review as well as specific identification of positions authorized to execute contracts, purchases, and agreements. No other campus personnel are authorized to execute contracts, purchases, and agreements regardless of dollar amount. This policy does not affect institutional authority to initiate purchase requisitions, RFP's, requests for bids, Procurement card purchases and/or limits established elsewhere within policy or enabled within the ERP or eProcurement system.

Approved by: President's Cabinet  
Date: January 25, 2022

Updated: April 13, 2022

<b>PRESIDENT'S DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION:</b>		
<p><i>All agreements between \$500K and \$1MM require VCGC review and Chancellor approval. Agreements over \$1MM require VCGC review and BOR approval. See also TSUS Rules &amp; Regulations, Chapter III.</i></p> <p><i>Purchaser Orders with or without a contract follow the routing review, and execution as outlined below. All approvals are obtained through the requisitions process in BearKatBuy or Projectmates for construction.</i></p> <p><i>Purchase orders that have an agreement, contract or quote to be signed must have the document attached to the purchase requisition for review and approval as to terms and conditions.</i></p> <p><i>Only the titles listed in the Authorized to Execute column of this policy are authorized to obligate or sign any documents binding the University into any agreement.</i></p>		
Type of Contract/Agreement/PO	Typical Routing for Dept Review	Authorized to Execute
<p><b>Electronic and Information Resource Accessibility Exceptions</b> - Delegation of authority to approve justified exceptions to compliance with Texas Administrative Code, Title 1, Part 10, Chapters 206 and 213. Ref: SHSU-IT-32 Policy.</p>	<p>All employees may submit an EIR ticket through Cherwell. EIR Accessibility Coordinator and VP for Information Technology reviews the exception request.</p>	<p>VP for Information Technology</p>
<p><b>Purchaser Orders</b>-delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods and services in accordance with state contract, state catalog, cooperative or another approved procurement processes. Certain purchases with a cost of more than \$500,000 require Chancellor or Board of Regents approval.</p>	<p>Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP (not all hierarchical approvals are required. Internal control environment design automatically routes requisitions for appropriate approvals.) <b>The Routing/Review is electronic through BearKatBuy.</b></p>	<p>Executive Director of Procurement and Business Services/AD of Procurement and Business Services/Purchaser II/Purchaser I</p>
<p><i>A copy of the contract must be attached to the BearKatBuy requisition for proper approval.</i></p>		
<p><b>Purchaser Orders with Agreements/Contracts</b>- delegation of authority to execute and deliver contracts and purchase orders of any kind or nature of less than \$500,000 whether on a SHSU standard form or a vendor provided agreement, which could include software or online license agreements. Any contacts where SHSU is piggybacking off of another agency or institution of higher education are included here as well. <i>A copy of the contract/agreement must be attached to the BearKatBuy requisition for proper review and approval.</i></p>	<p>Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP OGC on campus reviews contracts with dollar values between \$50,000 and \$499,000, and/or contracts with questions or concerns as requested by Procurement or a Division VP. <b>This Routing and Review is electronic in BearKatBuy.</b></p>	<p>Executive Director of Procurement and Business Services/AD of Procurement and Business Services/Contract Specialist/Asst VP for Finance and Operations-Controller/CFO &amp; Sr Vice President of Operations/Vice President for Information Technology (IT related license or IT consulting agreements under DIR).</p>
<p><b>Technology Acquisition Oversight</b>-Sam Houston State University in compliance with The Texas State University System Rules and Regulations (III-19.3), mandates review and oversight of all information technology resource related acquisitions. All information technology resource related acquisitions and gifts must be reviewed by the SHSU Information Technology Services Department and receive approval, prior to a formal submission of request for acquisition or acceptance of gift. Ref: SHSU-IT-503 Policy.</p>	<p>Dept. Head/Chair/Director/Dean/Asst-Assoc VP/Division VP or President (if using BearKatBuy routing will take place to the authorized approvers electronically based on dollar threshold, and IT is in the approval queue workflow based on the account code for all IT related purchases). VP for Information Technology or his/her designee.</p>	<p>Procurement personnel as stated under Purchase Orders or Purchase Orders with Agreement/Contracts and VP for Information Technology if related to license or IT consulting agreements under DIR.</p>
<b>TYPE OF CONTRACT OR AGREEMENT</b>		
Department Routing and Review	Authorized to Execute/Authorized Signer	
<p><i>The following matrix outlines the typical routing and authorizes the individuals that may sign the agreement/contract.</i></p>		
<p><b>Advertising Agreements/Contracts</b> - delegation of authority to execute and deliver agreements and contracts for advertising (print publications, radio, TV, billboard, internet).</p>	<p>Dept Chair/Director/Dean/Asst-Assoc VP/Division VP or Provost/ OGC if applicable</p>	<p><b>VP for University Advancement/AVP Marketing-Communication</b> All non-academic program related contracts, regardless of payment method, for advertising must have Advancement review and approval. Sr VP for Strategic Enrollment &amp; Innovation/AVP Enrollment. All academic program and student enrollment and retention related materials and contracts, regardless of payment method, for advertising must have Enrollment Management review and approval.</p>
<p><b>Athletic Event/Contest Agreements</b> -delegation of authority to execute and deliver athletic contest agreements of \$50,000 or less. Including those agreements for Athletics involving athletic events or contests, also applicable to Recreational Sports events and contests.</p>	<p>OGC for facility rental agreements only.</p>	<p>Athletic Director/ Associate Athletic Director-Operations/VP for Student Services/AVP Student Services Facilities and Operations/Recreational Sports</p>
<p><b>Banking Services</b>-authority to execute and deliver contracts for banking services with Institutions approved by the Vice Chancellor for Finance and the BOR</p>	<p>N/A</p>	<p>AVP Finance and Controller/CFO and Sr VP of Operations</p>
<p><b>Construction Projects</b> - delegation of authority relating to BOR approved construction projects and for repair and rehabilitation projects greater than \$1,000,000</p>	<p>Director Facilities Planning and Construction/AVP Facilities Management and VCCA as appropriate <i>Approvals are handled in Projectmates.</i></p>	<p>Executive Director of Procurement and Business Services/CFO and Sr VP of Operations/ Vice President for Facilities Management</p>
<p><b>Construction Projects</b> - delegation of authority relating to new minor construction projects and minor repair and rehabilitation construction projects with an anticipated value <u>under</u> \$1,000,000. See also TSUS Rules and Regulations, Chapter 3, Section 1.8.</p>	<p>Director Plant Operations/Director Facilities Planning and Construction/ AVP Facilities Management</p>	<p>Executive Director of Procurement and Business Services/AD Procurement and Business Services/CFO and Sr VP of Operations/Vice President of Facilities Management</p>

<b>Consulting</b> - delegation of authority to execute and deliver agreements involving SHSU use of consultants governed by Section 2254, Texas Govt Code, Subchapter b. Any consulting agreement where total payment (including renewals, amendments, and extensions) will exceed \$25,000 must be published in Texas Register at least 30 days prior to award.	Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP or Provost/OGC For Major Consulting Services, notification must be provided to the Legislative Budget Board and Governor's Office (See Tex. Gov. Code § 2254.028)	Purchaser II/AD Procurement and Business Services/Contract Specialist/Executive Director Procurement and Business Services
<b>Courtesy Car Agreements</b> -delegation of authority to execute and deliver courtesy car agreements for use by the Athletic Dept. staff		Athletic Director/Assoc Athletic Director-Operations
<b>Design Development(Construction)</b> -delegation to execute design development approvals and authorize expenditure of funds for institutionally managed major repairs and rehabilitation projects.	Director Facilities Planning and Construction/Vice President Facilities Management <i>Approvals are handled in Projectmates.</i>	Executive Director of Procurement and Business Services/Contract Specialist/Vice President for Facilities Management
<b>Direct Pay</b>	Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP	Executive Director of Procurement and Business Services/AD for Procurement and Business Services/AVP Finance and Controller
<b>Educational Affiliation Agreements</b> -delegation of authority to execute and delivery educational affiliation agreements such as, but not limited to, academic, scientific activities, or other cooperative/collaborative efforts for the purpose of the University academic or service mission. Examples could be: internship agreements, clinical/practicum agreements, collaborative agreements, study abroad, tuition/fee reimbursement agreements (federal govt), etc.	Dept Head/Chair/Director/Dean/OGC	Provost/Vice Provost <i>*Approval by Provost or Vice Provost is always required even if a requisition is processed in BearKatBuy.</i>
<b>Employment Contracts (Special)</b> -authority to execute and deliver athletic coaching contracts--See also TSUS Rules and Regulations, Chapter 5, Section 1.3.	Division VP/OGC	Division VP/President
<b>Employment Contracts (Other)</b> - authority to execute and deliver other employment-related agreements/contracts.	Division VP/OGC	AVP Human Resources/Division VP
<b>General Business/Service Agreements</b> - applicable to those agreements otherwise undefined in the Delegation of Authority where SHSU is providing or receiving goods and/or services. Revenue, business and exempt purchasing expense agreements are applicable to this section.	Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP/OGC <b>**OGC</b> on campus reviews contracts with dollar values between \$50,000 and \$499,000, and/or contracts with questions or concerns as requested by Procurement or a Division VP	Executive Director of Procurement and Business Services/AD Procurement and Business Services/ Contract Specialist/AVP of Finance and Controller/CFO and Sr VP of Operations/ Provost/Vice Provost
<b>Gifts</b> - delegation of authority to accept gifts (other than real property)	Dept Head/Chair/Dean/Provost/Assoc-Asst VP/Division VP/AVP Development/Vice President of Advancement	Associate Vice President for Development/Vice President of Advancement
<b>Gifts - IRS Forms</b> - delegation of authority to execute necessary forms relating to gifts.	VP University Advancement	VP for University Advancement
<b>Insurance Policies and Premium Documents</b> -any and all insurance coverage for the University	Financial Manager/Insurance Analyst/Director of Compliance and Insurance	Director of Compliance and Insurance/AVP of Finance and Controller
<b>Intellectual Property</b> -delegation of authority to execute and deliver agreements that grant an interest in intellectual property up to \$500,000 in value	Dept Chair/Director/Dean/AVP Research and Sponsored Programs/OGC	Provost/CFO and Sr VP of Operations
<b>Interagency Contracts</b> - delegation of authority to execute and deliver contracts or agreements with Texas State University system, between or among institutions of Texas State University System or other institutions of higher education or state agencies for goods, resources or services in excess of \$25,000.	Dept Head/Chair/Director/Dean/ Assoc-Asst VP/Division VP/OGC	AVP Finance and Controller/CFO and Sr VP of Operations/Provost/Vice Provost
<b>Library Agreements</b> - applicable to those agreements involving the purchase of books, subscriptions, reference materials, and memberships by the SHSU Library for the express purpose of obtaining publications.	Executive Director of Library Services, Director of Library Public Services, Director of Library Technical Services	Director of Library Public Services/Director of Library Technical Services up to \$250,000 total value of agreement/contract; Executive Director of Library Services up to \$499,999.99 total value of agreement/contract.
<b>Real Estate Contracts</b> -including those contracts involving-purchase of SHSU owned facility and/or land. Rental of facility or land (office, lab, classroom, storage, residence, etc.) for a period in excess of five (5) years or total rent of \$500,000 over the entire life of the contract.	TSUS General Counsel in Austin reviews	Upon approval of VCGC as to legal form, CFO and Sr VP of Operations
<b>Space Lease</b> - rental agreements (office, lab, classroom, storage, residence, etc.) with a value of less than \$500,000 and less than a five (5) year period.	Campus Space Planner/Insurance Analyst/Director of Compliance and Insurance/OGC	AVP Finance and Controller/CFO and Sr VP of Operations

<p><b>Speaker/Presentation/Performance Agreements</b> -includes those agreements where SHSU is acquiring services of a guest speaker, guest lecturer, artistic performances, other presentations or other exhibitions such as art.</p>	<p>Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP/ Insurance Analyst/Director of Compliance and Insurance. OGC reviews contracts where OGC addendum is rejected by vendor/artist. Office of Compliance and Insurance will review on any artistic performances, entertainers or other presentations or exhibitions such as art where insurance requirements need to be reviewed.</p>	<p>Division VP/Provost/ AVP for Student Services for Entertainer Contracts</p>
<p><b>Sponsored Research (Federal):</b> delegation of authority to submit proposals and related documents as hard copies or in electronic format for research and other sponsored projects</p>	<p>Chair/Director/Dean/AP-Research/[Provost/SVP for Finance and Operations when exceeds \$100,000 of institutional commitment (e.g., cost share)]</p>	<p>Provost (SVP - Academic Affairs)/CFO and Sr VP Finance and Operations/AP Research and Sponsored Programs</p>
<p><b>Sponsored Research (all non-federal, to include state, local and private entities):</b> delegation of authority to submit proposals and related documents as hard copies or in electronic format for research and other sponsored programs/projects</p>	<p>Chair/Director/Dean/AP-Research/[Provost/SVP for Finance and Operations when exceeds \$100,000 of institutional commitment (e.g., cost share)]</p>	<p>Provost (SVP - Academic Affairs)/CFO and Sr VP Finance and Operations/AP Research and Sponsored Programs</p>
<p><b>Sponsored Research (execute contracts):</b> delegation of authority to execute contracts as hard copies or in electronic format for research and other sponsored programs</p>	<p>Chair/Director/Dean/AP-Research/[Provost/SVP for Finance and Operations when exceeds \$100,000 of institutional commitment (e.g., cost share)]</p>	<p>Provost (SVP - Academic Affairs)/CFO and Sr VP Finance and Operations/AP Research and Sponsored Programs</p>