

Sul Ross State University
A Member of The Texas State University System

President's Office Policy

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: Executive Committee
Date: August 9, 2022

Design Development(Construction) -delegation to execute design development approvals and authorize expenditure of funds for institutionally managed major repairs and rehabilitation projects.	Director Facilities Planning and Construction/VP for Finance and Operations. <i>Approvals are handled in Projectmates.</i>	Director of Procurement /Contract Specialist /VP for Finance and Operations
Direct Pay	Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP	Director of Procurement /AD for Procurement //Director – Accounting Services
Educational Affiliation Agreements -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
Employment Contracts (Special) -authority to execute and deliver athletic coaching contracts. See also TSUS Rules and Regulations, Chapter 5, Section 1.3.	Division VP/OGC	President
Employment Contracts (Other) - authority to execute and deliver other employment-related agreements/contracts.	Division VP/OGC	President
General Business/Service Agreements - applicable to those agreements otherwise undefined in the Delegation of Authority where SRSU 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 **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	Director of Procurement /AD Procurement/ Contract Specialist /VP of Finance and Operations/ Provost
Gifts - 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	VP for Advancement
Gifts - IRS Forms - delegation of authority to execute necessary forms relating to gifts.	VP University Advancement	VP for Advancement
Insurance Policies and Premium Documents -any and all insurance coverage for the University	Financial Manager/Director – Accounting Services	VP for Finance and Operations
Intellectual Property -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/Dean Research and Sponsored Programs/OGC	Provost/VP for Finance and Operations
Interagency Contracts - 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	Provost/VP for Finance and Operations
Library Agreements - applicable to those agreements involving the purchase of books, subscriptions, reference materials, and memberships by the SRSU Library for the express purpose of obtaining publications.	Director of Library	Dean of Education and Cultural Resources
Real Estate Contracts -including those contracts involving purchase of SRSU 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, VP for Finance and Operations
Space Lease - rental agreements (office, lab, classroom, storage, residence, etc.) with a value of less than \$500,000 and less than a five (5) year period.	Director Facilities Planning and Construction/OGC	VP for Finance and Operations
Speaker/Presentation/Performance Agreements -includes those agreements where SRSU is acquiring services of a guest speaker, guest lecturer, artistic performances, other presentations or other exhibitions such as art.	Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division VP. OGC reviews contracts where OGC addendum is rejected by vendor/artist. Director of Accounting Services will review on any artistic performances, entertainers or other presentations or exhibitions such as art where insurance requirements need to be reviewed.	Deans/Provost/VP for Student Affairs for Entertainer Contracts

Sponsored Research (Federal): delegation of authority to submit proposals and related documents as hard copies or in electronic format for research and other sponsored projects	Chair/Director/Dean/AP-Research/[Provost/SVP for Finance and Operations when exceeds \$100,000 of institutional commitment (e.g., cost share)]	Dean of Research and Sponsored Programs/VP for Finance and Operations
Sponsored Research (all non-federal, to include state, local and private entities): delegation of authority to submit proposals and related documents as hard copies or in electronic format for research and other sponsored programs/projects	Chair/Director/Dean/AP-Research/[Provost/SVP for Finance and Operations when exceeds \$100,000 of institutional commitment (e.g., cost share)]	Dean of Research and Sponsored Programs/VP for Finance and Operations
Sponsored Research (execute contracts): delegation of authority to execute contracts as hard copies or in electronic format for research and other sponsored programs	Chair/Director/Dean/AP-Research/[Provost/SVP for Finance and Operations when exceeds \$100,000 of institutional commitment (e.g., cost share)]	Dean of Research and Sponsored Programs/VP for Finance and Operations