

SamHoustonStateUniversity  
A Member of TheTexasStateUniversitySystem

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DELEGATION OF AUTHORITY

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Agreements, statemea34r

request of the Component President, the Vice Chancellor and General Counsel will provide advice and assistance with regard to such contracts, purchases, 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 interlocal contracts with USG4 Of 1f 0 G 1(12)624)3761391The x06 00x\$(in5(093e)ca704.620.000

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 less than \$1,000,000, without further approval 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. Delegation of Authority matrix. This document outlines recommended routing and review as well as identification of positions authorized to execute contracts, purchases, and agreements. This policy does not affect institutional authority to initiate purchase requisitions, Z & W requests for bids, Procurement card purchases and/or limits established elsewhere within policy, but is enabled within the ERP/Procurement system.

Approved by: WCE •] v š [ • Cabinet  
Policy Updated: February 21, 2023  
Chart Updated: February 29, 2024

PRESIDENT'S DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION:

Only individuals with a title listed in the Authorized to Execute column of this policy may independently obligate or sign any documents binding the University into any agreement (multiple signatories are not required).

Type of Contract/Agreement/PO	Typical Routing for Dept Review	Authorized to Execute/Authorized Signer
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Purchase Orders



Consulting

