

25.07.99.H1 Contract Administration



Approved: November 9, 2016

Revised: October 25, 2019

Reviewed: March 2, 2020

Revision: January 7, 2025

Next Scheduled Review: January 7, 2030

Rule Summary

The Texas A&M University-Texarkana (A&M-Texarkana) contract administration rule is promulgated pursuant to The Texas A&M University System (system) contract administration policy and regulation and constitutes the provisions that govern administration of A&M-Texarkana contracting authority.

This rule complies with requirements outlined in [System Policy 25.07, Contract Administration](#) and [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#).

Procedures and Responsibilities

1. GENERAL

- 1.1 The Vice President for Finance and Administration (VPFA) serves as the University Contracting Officer and establishes a process to develop and review the delegation of authority annually at the beginning of each fiscal year as required by [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#).
- 1.2 A contract or request for a contract (which may consist of a contract provided by another party) may originate from an academic department or non-academic unit and carry their respective recommendations for approval.
- 1.3 As required by [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#), the System Contract Management Handbook must be used by the Office of the VPFA in managing A&M-Texarkana contracts and the Contract Management Handbook must be posted on the A&M-Texarkana website.
- 1.4 Only an individual with written delegation of authority from the president may execute and deliver contracts on behalf of A&M-Texarkana. A contract without an authorized signature is invalid and unenforceable and an unauthorized signer may be subject to disciplinary action and other liability.
- 1.5 The authority to enter into contracts on behalf of the University must also comply with [System Policy 25.07, Contract Administration](#) and [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#).

- 1.6 Written contracts must be executed whenever A&M-Texarkana enters into a binding agreement with another party that involves any stated or implied consideration.
 - 1.6.1 Contracts are construed to include, but not be limited to, the following: purchase orders, service agreements, cooperative agreements, memorandums of understanding, interagency contracts, grants, loans, easements, licenses, leases and permits.
 - 1.6.2 Other parties include, but are not limited to: federal, state and local agencies, non-profit organizations, private businesses, collaborations and individuals.
- 1.7 A fully executed/signed contract constitutes approval to establish an operating budget, which does not exceed the consideration of the contract, without further approval.
- 1.8 The A&M-Texarkana department in which a contract originates will be responsible for verifying that all contractual obligations have been fulfilled and closing out the contract.
- 1.9 The Office of the VPFA is responsible for creating and maintaining well-defined administrative controls that ensure management exercises its fiduciary responsibilities when executing contracts on behalf of A&M-Texarkana.
 - 1.9.1 All contracts will be routed through the Office of the VPFA for review and compliance assurance prior to execution of the contract. Those requesting a contract must review and attach a completed [TAMUS Contract Review Guidelines and Checklist](#) prior to submission.
 - 1.9.2 Contracts with potential risks (such as excessive value, extended terms of agreement, intellectual property, or not specific deliverables) must be identified for enhanced monitoring. Details of these requirements and actions are documented on the Enhanced Contract Monitoring Procedure. A completed risk assessment matrix identifying whether the contract is identified as needing enhanced monitoring must be attached to the contract when routing for approval.
- 1.10 All contracts for (a) the purchase or sale of real property; (b) the lease, license or use of system real property; (c) the lease, license or use of real property from third parties; (d) the granting or acceptance of easements or rights-of-way; and (e) any other acquisition or disposition of real property or real property interests are governed by the policies and regulations in Chapter 41 of Real Estate Management. The delegation of authority for all construction contracts are governed by [System Policy 51.04, General Requirements and Delegations of Authority on Construction Projects](#) and the regulations promulgated under that policy.

2. CONTRACTS REQUIRING BOARD OR CHANCELLOR APPROVAL

- 2.1 Contracts requiring board or chancellor approval, as defined by [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#), must be routed through the VPFA, the president, and the appropriate System offices.

3. PRESIDENT'S DELEGATION OF AUTHORITY

- 3.1 As outlined in [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#), the president is delegated the authority to approve and sign contracts of less than \$750,000 that are not otherwise reserved for approval by the board, as described in [System Policy 25.07, Contract Administration](#) and to subdelegate such authority.
- 3.2 When the president is unavailable, the provost/vice president for Academic and Student Affairs or the VPFA/Chief Financial Officer is delegated the authority to execute the contract.
- 3.3 The delegation of authority must be prepared and reviewed annually in accordance with [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#) by the Office of the Vice President for Finance and Administration.
- 3.4 The delegation of authority is stated in the official [delegation of authority](#) as approved by the president and submitted to the System. The delegation of authority must be posted to the university website.

4. REQUIRED GENERAL COUNSEL REVIEW

- 4.1 The Office of General Counsel (OGC) establishes contract review guidelines to be followed for all contracts entered into by A&M-Texarkana.
- 4.2 All contracts that have a stated or implied consideration of \$200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines.
- 4.3 OGC contract review must be coordinated and administered by the Office of the VPFA.

5. REQUIRED SYSTEM CHIEF INFORMATION OFFICER REVIEW

- 5.1 All information resources purchases equaling \$250,000 or greater must be approved by the System chief information officer.

6. REPORTING REQUIREMENTS

- 6.1 A&M-Texarkana must comply with all applicable reporting requirements established by statute, Legislative Budget Board rules, the System Office of Budgets and Accounting and other state authority as outlined in [System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#).

7. REQUIRED TRAINING

- 7.1 All A&M-Texarkana employees authorized to execute contracts or exercise discretion in awarding contracts must receive training on the selection of appropriate procurement methods and information resources purchasing technologies. This training is further defined in the Contract Management Handbook and includes Ethics and Historically Underutilized Business training available on TrainTraq.

Related Statutes, Policies, or Requirements

[System Contract Management Handbook](#)

[System Contract Reporting Requirements](#)

[Texas Education Code §51.9335](#)

[Texas Education Code §51.9337](#)

[System Policy 25.07, Contract Administration](#)

[System Regulation 25.07.01, Contract Administration, Delegations and Reporting](#)

[System Policy 41.01, Real Property](#)

[System Regulation 41.01.01, Real Property](#)

[System Regulation 51.04, General Requirements and Delegations of Authority on Construction Projects](#)

[System Regulation 51.04.01, Chancellor's Delegation of Authority on Construction Projects](#)

[State of Texas Contract Management Guide](#)

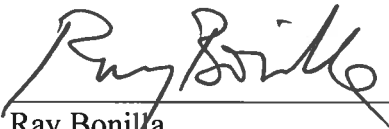
[President's Delegation of Authority](#)

Contact Office

Vice President for Finance and Administration
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System Approvals*

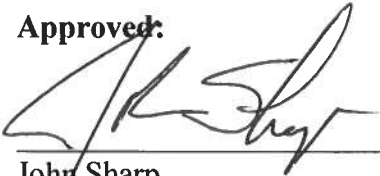
Approved for Legal Sufficiency:



Ray Bonilla
General Counsel

1-6-2025
Date

Approved:



John Sharp
Chancellor

1-7-2025
Date

***System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.**