

SamHoustonStateUniversity  
A Member of TheTexasStateUniversitySystem

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DELEGATION OF AUTHORITY

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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, 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

The President delegates authority to enter into contracts, purchases and agreements in the 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. All campus personnel are authorized to execute contracts, purchases, and agreements regardless of amount. 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 enabled within the ERP or eProcurement system.

Approved by: WCE •] v š [ • Cabinet  
Policy Updated: February 21, 2023  
Chart Updated: K š } CE î ð U î î î ð

## PRESIDENT'S DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION:

Purchase 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.

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.

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

Purchase Order 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 other approved procurement methods. Certain purchases with a cost of more than \$500,000 require Chancellor or Board of Regents approval.



Consulting- delegation of authority to execute and deliver agreements involving SHSU use of consultants governed by Texas Govt Code 2254.029. Any Major Consulting agreement where total payment (including renewals, amendments and extensions) will exceed \$25,000 must be published in State Business Daily (ESBD) at least 30 days prior to

Dept Head/Chair/Director/Dean/Assoc-Asst VP/Division or Sr VP/O

For Major Consulting Services, notification must be provided to the Legislative Budget Board and Governor's Office (See Tex. Gov. Co 2254.028)

