Rule Statement

The rule provides a framework for the Tarleton State University’s (Tarleton) Contract Administration Office and promotes responsible management, ownership and administration of all contracts.

Reason for Rule

This rule supplements System Policy 25.07 and System Regulation 25.07.01 and provides a foundation for Tarleton Standard Administrative Procedure (SAP) No. 25.07.01.T1.01. This rule, and limits of delegation of authority, establishes the process for university personnel to approve, sign and execute contracts binding Tarleton to the performance of any act.

Procedures and Responsibilities

1. **GENERAL**

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

   1.1. Delegations of authority pursuant to this rule shall be valid only if in writing.

   1.2. Written contracts shall be executed whenever Tarleton enters into a binding agreement with another party that involves any stated or implied consideration.

   1.3. Contracts include, but are not be limited to, purchase orders, agreements, cooperative agreements, memoranda of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits and restrictions on acceptances of gifts and bequests. Parties to the above listed contracts include but are not limited to Federal, State and local agencies, non-profit organizations, private businesses, partnerships and individuals.
1.4. Agreements made by Tarleton State University departments with vendors to provide services internationally must be routed through the Department of Support Services and appropriate personnel as per the Delegation of Authority.

1.5. Approval of and signature on a contract constitutes approval to commit funds toward the contractual arrangement (if applicable). Funding sources should be identified (as applicable) and provided to the Contract Administration Office with the contract to be reviewed.

1.6. The director of support services and HUB coordinator shall serve as the university contracts officer. The director is also responsible for creating and maintaining a well-defined administrative control environment that assures management exercises its fiduciary responsibilities when executing contracts on behalf of Tarleton.

2. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

2.1. Contracts requiring Board of Regents (Board) approval shall be routed through the appropriate routing as per the Delegation of Authority. The resulting documentation will be submitted to the chief of staff who will coordinate the submittal of the Board agenda item with appropriate personnel.

2.2. Contracts shall be signed by the chancellor or the president, as specified in the Board minute order in which they are approved.

3. PRESIDENT’S DELEGATION OF AUTHORITY

In accordance with system policy, the president may delegate authority to approve and sign specific contracts. The Delegation of Authority is reviewed annually by the director of support services and HUB coordinator and any changes are approved by the Executive Leadership Cabinet. The Delegation of Authority is posted to the university website.

Related Statutes, Policies, or Requirements

System Policy 25.07 Contract Administration
System Regulation 25.07.01 Contract Administration Procedures and Delegations
Tarleton SAP 25.07.01.T1.01 Contract Administration
President’s Delegation of Authority

Contact Office

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