

**ADMINISTRATIVE PROCEDURES**

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| **01.02 Contracting Delegations** | **Revised: May 31, 2022** |

1. GOVERNING REGULATIONS

System Regulation [25.07.01](http://policies.tamus.edu/25-07-01.pdf) requires the CEO of each member of The Texas A&M University System to annually update and submit its contracting delegations for approval to the System Office of Procurement and Business Services (Procurement). Procurement will compile a report for submission to the Chancellor and the Board of Regents. See [Contracting Delegations](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/0102%20contracting%20delegations%20-%20table.docx) for the current update.

2. DIVISION/DEPARTMENT HEAD RESPONSIBILITIES

Each division and department head is responsible for ensuring that all contracts for his/her respective area are processed through the appropriate administrative channels for reviews and approvals, as indicated in the contracting delegations.

3. CONTRACT REVIEWS

The Purchasing Department Head reviews all contracts, requests reviews by the Office of General Counsel (as appropriate), and verifies compliance with the contracting delegations.

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