

**AGENCY RULE**

**25.07.99.F1 Contract Administration**

Approved June 3, 2002

Revised June 21, 2018

Reviewed February 19, 2020

Reviewed August 5, 2022

Next Scheduled Review August 5, 2027

**RULE STATEMENT**

Texas A&M Forest Services will adhere to all requirements contained within The Texas A&M University System (System) Policy 25.07, *Contract Administration.*

**REASON FOR RULE**

This rule is required by System Policy 25.07, *Contract Administration.*

**PROCEDURES AND RESPONSIBILITIES**

1. GENERAL

This rule establishes the process for Agency personnel to originate, recommend, approve, sign, execute, administer, close out, and report contracts committing the agency to the performance of any act.

1.1 Delegations of Authority pursuant to this rule are valid only if submitted to the System in accordance with System Policy 25.07 or if expressly delegated in writing by the Director or his designee.

1.2 Contracts are construed to include, but not limited to, the following: construction contracts, architect/engineer agreements, sponsored project agreements (grants and contracts), Federal/State regulatory agreements, memoranda of agreement, Texas Inter-agency agreements, Intra-System agreements, consultant agreements, professional service agreements, purchase agreements (including purchase orders), equipment lease and/or purchase agreements, membership agreements, property transfer agreements, sales agreements, real estate agreements, VFD Risk Pool Insurance Program agreements, donor agreements, legal settlement agreements, outside legal counsel agreements, software license agreements, Industrial Helping Hands Program agreements and special events agreements, and amendments, modifications, and extensions of those contracts.

1.3 A contract or request for a contract (which may consist of a contract provided by another party) may originate from and be recommended by one of the following: the Director, Associate Director, or Department Head, or other designated staff.

1.4 With respect to sponsored project agreements, approval of and signature on a contract constitutes approval to establish an operating budget (not to exceed the consideration of the contract) without further approval.

* 1. The Associate Director for Finance and Administration is responsible for creating and maintaining a well-defined administrative control environment that ensures that management exercises its fiduciary responsibilities when executing contracts on behalf of the agency, for verifying that all contractual obligations have been fulfilled and closing out contract, and for fulfilling all contract reporting required under System policy and regulation, applicable law, and the terms of the contract. Contract management must be in accordance with the System Contract Management Handbook.
1. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

 2.1 Contracts requiring Board of Regents approval will be forwarded to the Purchasing Department Head, who will be responsible for preparing the agenda item and assembling the appropriate supporting documentation. All agenda items are submitted to the Chancellor's Office through the Director and the Vice Chancellor and Dean for Agriculture and Life Sciences.

 2.2 Contracts will be signed by the Chancellor and/or Director, as specified in the approved Board Minute Order.

3. CONTRACTS REQUIRING CHANCELLOR APPROVAL

Contracts requiring the Chancellor’s approval will be forwarded to the Purchasing Department Head, who will route through the Director and the Vice Chancellor and Dean for Agriculture and Life Sciences to the Chancellor for execution.

4. DIRECTOR’S DELEGATION OF AUTHORITY

4.1 The Director of Texas A&M Forest Service delegates authority to approve and sign certain contracts as specified in the Delegation of Authority submitted to the System. In accordance with System Policy, the Director may delegate authority to approve and sign specific contracts, but retains overall responsibility.

4.2 The Associate Director for Finance and Administration will oversee preparation of the Delegation of Authority for approval by the Director.

5. REVIEW BY GENERAL COUNSEL

All contracts, except for those exempted in System Policy 25.07, must be reviewed by the Office of General Counsel prior to execution. The Purchasing Department Head will be responsible for requesting this review.

**RELATED STATUES, POLICIES AND REQUIREMENTS**

[System Policy 25.07, *Contract Administration*](http://policies.tamus.edu/25-07.pdf)

[System Regulation 25.07.01, *Contract Administration, Delegations and Reporting*](http://policies.tamus.edu/25-07-01.pdf)

**CONTACT OFFICE**

Associate Director for Finance and Administration

979-458-7301