

Delegated Contracting Authority for Athletics

| Business Manager Approval with Account Manager authorization without Director of Athletics Review | Director of Athletics (AD) Approval without Special Assistant's Review (Acting as VP) | Director of Athletics (AD) Approval Needing Special Assistant's Review |
|---|---|--|
| <u>Travel</u> | <u>Travel</u> | <u>Travel</u> |
| In-state staff/team travel | Out-of-state staff/team travel | Athletic Director's travel |
| | Staff travel including costs exceeding State rates | Group out-of-country travel (including Strutters) |
| | | Foreign staff/team travel |
| | | |
| <u>Contracts/Purchases</u> | <u>Contracts/Purchases</u> | <u>Contracts/Purchases</u> |
| Equipment under \$5,000 | Equipment \$5,000 - \$24,999 | Equipment \$25,000+ |
| Purchases/Payments under \$5,000 | Purchases/Payments \$5,000 - \$24,999 | Purchases/Payments 25,000+ |
| Personal Services under \$5,000 | Personal Services \$5,000 - \$24,999 | Personal Services \$25,000+ |
| | Game Guarantees under \$5,000 | Game Guarantees \$5,000+ |
| | Facility Contracts under \$25,000 | Facility Contracts \$25,000+ |
| | Per Course and Activity Course Faculty Contracts | |
| | | |
| <u>Facilities</u> | <u>Facilities</u> | <u>Facilities</u> |
| N/A | Routine use of Texas State athletic facilities | Exceptional use of Texas State athletic facilities |
| | | |
| <u>Sponsorships</u> | <u>Sponsorships</u> | <u>Sponsorships</u> |
| N/A | Annual in-kind and financial agreements under \$25,000 | Annual in-kind and financial agreements \$25,000+ |
| | | |
| <u>Personnel/HR Issues</u> | <u>Personnel/HR Issues</u> | <u>Personnel/HR Issues</u> |
| N/A | Hiring of Associate AD's, Assistant Coaches and all staff | Hiring of Head Coaches |
| | | Coaches contracts (Final head coach contracts to be signed by AD) |
| PCR (student wage and work study wage appointments) | PCR (all full-time and non-student/temp appointments) | Recommendations for bonus/award pay |
| | | Sign off on performance appraisals of employee reporting to AD |
| <u>Account Manager Role</u> | <u>Account Manager Role</u> | <u>Account Manager Role</u> |
| N/A | Facilities Reserve - Operating | Department Contingency |
| | Gender Equity | All Reserve Accounts |
| | | |
| <u>Other Issues</u> | <u>Other Issues</u> | <u>Other Issues</u> |
| N/A | Mass e-mails to faculty, staff and/or students | Student Service Fee requests |
| | | Strategic Plan |
| | | Work-study student allocations |
| | | Annual Budget Review |