

**Texas State University
Office of Finance and Support Services
List of Approvals and Signature Authority**

	Texas State University Contract Signature Authority General Guidelines	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
	Contracts, purchases, and agreements between \$0 and less than \$100,000		Assistant Director Procurement & Strategic Sourcing	AVPFS or Director of P&SS <\$100k	These are internal guidelines
	Contracts, purchases, and agreements between \$100,000 and less than \$500,000	Director of P&SS	AVPFS	VPFSS	
	Texas State University System Contract Signature Authority General Guidelines	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	These are TSUS guidelines
	Contracts, purchases, and agreements between \$500,000 and \$1 million	VPFSS	President	Chancellor	
	Contracts, purchases, and agreements in the amount of \$1 million or more	VPFSS	President	Board of Regents	
1.1	Texas State University System Contract Signature Authority Exceptions to TSUS General Guidelines	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Private, governmental, and foundation grants or agreements in which the donor or agency stipulates the purpose for which the funds are to be expended.			AVP Research Less than \$500k VPFSS > \$500k	
2	Materials purchased for resale in auxiliary operations and in central supply.			AVPFS or Director of P&SS <= \$100k VPFSS > \$100k	
3	Materials purchased for normal inventory stock for the physical plant operation.			AVPFS or Director of P&SS <= \$100k VPFSS > \$100k	

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4	Maintenance, testing, and service contracts on elevators, computers, office equipment, campus utility systems, and life safety systems.			AVPFS or Director of P&SS <= \$100k VPFSS > \$100k	Rules and Regulations Chapter III 1.11 (4)
5	Library subscription services.			AVPFS or Director of P&SS <= \$100k VPFSS > \$100k	
6	Recurring printing orders.			AVPFS or Director of P&SS <= \$100k VPFSS > \$100k	
7	Contracts with outside organizations for continuing education or professional programs that use campus facilities.			AVPFS or Director of P&SS <= \$100k VPFSS > \$100k	
8	Diesel fuel purchased for the operation of a cogeneration plant.			VPFSS	
9	Purchased utilities, including water and waste hauling, but excluding electricity and natural gas (which are subject to approval by the Chancellor). Components are authorized, within Presidential spending authority limits, to execute Energy Future Strip agreements. The Component is required to send a copy of the executed contract to the Vice Chancellor and Chief Financial Officer.			VPFSS	Rules and Regulations Chapter III 1.1 (9)
10	Contracts involving planning, design, renovation, or construction of buildings and other physical facilities.			AVPFS or Director of P&SS <\$100k VPFSS >\$100k	

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11	“Employment Contracts” Component may enter into an employment contract for a term not greater than three (3) years with an individual as an unclassified staff member. If the employee is paid wholly from non-appropriated funds, the contract term may not exceed five (5) years.			>5 years– Board of Regents <5 years: <500k –President >500K-Chancellor	Rule and Regulations Chapter V 1.13
12	Renewal or extension of software and network service and maintenance contracts previously approved by the Board.			AVPFS or Director of P&SS <\$100k VPFSS >\$100k	
13	Consortia purchasing or interagency agreements through the Texas Connection Consortium (TCC) for Student Information System (SIS) licensing and maintenance.			AVPFS or Director of P&SS <\$100k VPFSS >\$100k	
14	Purchases utilizing existing contracts from Group Purchasing Organization (GPO) agreements; however, any individual purchase exceeding the delegated authority levels requires approval of the Board.			AVPFS or Director of P&SS <\$100k VPFSS >\$100k	
15	Financial institution depository contracts, which shall be put out for bid, in accordance with state law, no less frequently than every six (6) years, through the Office of the Vice Chancellor for Finance.	VPFSS	President	Board of Regents	
16	Food services contracts.	VPFSS	President	Board of Regents	
17	Vending machine contracts			VPFSS less than \$1 million	

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				Board of Regents >= \$1 million	
18	Contracts and agreements with support or development foundations.	VPFSS	President	Board of Regents	
19	Contracts for operation of bookstores on campus.	VPFSS	President	Board of Regents	
20	Contracts for lease of Component golf course and related services.	VPFSS	President	Board of Regents	
21	Leases of personal property, including equipment, for one (1) year or more, involving expected aggregate payments less than \$1 million. Payments between \$500,000 and \$1 million must be approved by the Chancellor.			Chancellor \$500k - \$1M <\$500k VPFSS	Rules and Regulations Chapter III 1.18
23	Amendments, modifications, renewals or extensions of contracts and agreements previously approved by the Board must be submitted to the Board. Such items shall undergo the same System Administrative Office review as the original contracts and agreements. This subparagraph shall not apply to options to renew or extend for specified term(s) that were part of a contract or agreement approved by the Board.	VPFSS	President	Board of Regents	

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1.2	Personnel	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	<p>The President is authorized to employ administrative officers. Such officers shall not have tenure by virtue of their office and shall serve without fixed term and at the pleasure of the President.</p> <p>The President of is authorized to hire all unclassified and classified staff employees and other non-faculty personnel. With the exception of employees hired under Subparagraph 1.13 of this Chapter, all employees hired under the authority of this Subparagraph shall serve without a fixed term and at the pleasure of the President.</p>	<p>Cabinet Officer</p> <p>Cabinet Officer</p>	<p>Cabinet Officer</p>	<p>President</p>	<p>Rules and Regulations chapter V 3.11</p> <p>Rules and Regulations chapter V 5.11</p>
2	<p>Resignation, Retirement, and Involuntary/Voluntary termination of President</p>	<p>Board of Regents</p>	<p>Board of Regents</p>	<p>Board of Regents Board Report</p>	<p>N/A</p>

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3	Resignation, Retirement, and Involuntary/Voluntary termination of faculty	President/Provost	President/Provost	President/Provost Board Report	
4	Involuntary termination of administrative officers (except President) and non-classified staff	President, Dean, VP, Assoc/Asst VP, and Directors reporting directly to VP	President, Dean, VP, Assoc/Asst VP, and Directors reporting directly to VP	President, Dean, VP, Assoc/Asst VP, and Directors reporting directly to a VP Board Report Board Report	
5	Resignations, retirements, and voluntary terminations of administrative officers and non-classified staff	Cabinet Officer	Cabinet Officer		
6	Involuntary termination of classified employees	President, Dean, VP, Assoc/Asst VP, and Directors reporting directly to VP	President, Dean, VP, Assoc/Asst VP, and Directors reporting directly to VP	President, Dean, VP, Assoc/Asst VP, and Directors reporting directly to VP	
7	Resignations, retirements, and voluntary terminations of classified employees	Cabinet Officer	Cabinet Officer	Cabinet Officer	

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8	Faculty matters, including but not limited to appointment, reappointment, granting of tenure, changes in tenure or employment status, dual employment, development and other leaves, and termination.	Cabinet Officer Cabinet Officer	Cabinet Officer	Board Report	Rules and Regulations Chapter III 1.2
10	System and Component employees may hold other positions of employment with agencies, boards, commissions, or other entities of government so long as the holding of such positions is consistent with the prohibitions against dual office holding in the Texas Constitution. Special rules for multiple employments with the State are provided in Chapter 667 of the Government Code. The person seeking dual employment must be informed of the special rules before that person becomes employed by more than one agency or institution. Consulting arrangements with federal, state, or local governmental agencies of a detached and independent advisory nature are not considered to be appointments with such agencies.	Cabinet Officer	Cabinet Officer	Cabinet Officer	Rules and Regulations Chapter VIII 8.2
11	Intra-system Contracts. Agreements between or among system Components or between a Component and employee(s) of	President	Vice Chancellor and General Counsel	Board of Regents	N/A

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	a sister institution shall be first approved by the appropriate Vice Chancellor upon review and approval of the Vice Chancellor and General Counsel.				
1.3	Financial Matters	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Operating budgets (including Component employee salaries).	VPFSS	President	Board of Regents	
2	Each budget adjustment in excess of \$100,000 for the four (4) year institutions and \$25,000 for the two (2) year institutions. The Vice Chancellor and Chief Financial Officer is responsible for reviewing, advising, and assisting with Component budgets, budget changes,	VPFSS	President	Board of Regents	N/A Rules and Regulations Chapter II 3.4
3	A gift or benefit from an outside donor designated to supplement the salary of a specific Component or System employee shall be subject to approval by the Component or System CEO, before being presented to the Board of Regents for approval,	Cabinet Officer	VPFSS	Board of Regents	Rules and Regulations Chapter VIII 5.6

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4	The Vice Chancellor for Governmental Relations (“VCGR”) is the chief governmental relations officer of the Texas State University System, performing duties under authority delegated by the Board of Regents through the Chancellor. The VCGR reviews, assists, and advises with matters involving governmental entities, legislation, legislative relations, biennial appropriation requests, legislative presentations, and public relations.	VPFSS	President	Board of Regents	Rules and Regulations Chapter II 3.3
5	Proposals for issuance of bonds.	VPFSS	President	Board of Regents	
6	Capital leasing projects.	VPFSS	President	Board of Regents	
7	All lawsuits brought against or for the System or a Component, together with the resolution or settlement thereof, shall be monitored and/or approved by the System Administration and Vice Chancellor and General Counsel.	TSUS – Office of General Counsel		VPFSS	Rules and Regulations Chapter III 3.3
1.4	Charges Fees and Rates	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Designated Tuition, including for Dual Credit and Early College High School courses.	VPFSS	President	Board of Regents	Rules and Regulations Chapter III 1.41
2	Board Authorized Tuition	VPFSS	President	Board of Regents	
3	Medical Services Fees	VPFSS	President	Board of Regents	
4	Student Center Fees	VPFSS	President	Board of Regents	
5	Student Transportation Fees	VPFSS	President	Board of Regents	
6	Course Fees	VPFSS	President	Board of Regents	
7	International Course Fee	VPFSS	President	Board of Regents	
8	Records/Publications Fees	VPFSS	President	Board of Regents	

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9	Library Fees	VPFSS	President	Board of Regents	
10	Advising Fees	VPFSS	President	Board of Regents	
11	Computer/Technology Fees	VPFSS	President	Board of Regents	
12	Institutional Services Fees	VPFSS	President	Board of Regents	
13	Intercollegiate Athletics Fees	VPFSS	President	Board of Regents	
14	Recreational Sports Fees	VPFSS	President	Board of Regents	
15	Program Fees	VPFSS	President	Board of Regents	
16	Distance Learning Fees	VPFSS	President	Board of Regents	
17	Lab Fees	VPFSS	President	Board of Regents	
18	Room and Board Rates	VPFSS	President	Board of Regents	
19	Registration Fees	VPFSS	President	Board of Regents	
21	Special Course Fees	President	Vice Chancellor for Finance	Board of Regents	
22	<p>The Board hereby delegates to the President of each Component authority to grant degrees, certificates, and diplomas upon the recommendation of the respective faculty, deans, and provosts. All such degrees, certificates and diplomas shall bear the signatures of the Component President, the System Chancellor, and the Chairman of the Board of Regents.</p> <p>Tuition, student fees, and room and board rates shall be established by each Component subject to approval by the Vice Chancellor and Chief Financial Officer, in consultation with the Chancellor, and the Board.</p>	VPFSS	President	Chairman of the Board of Regents TSUS Chancellor President	Rules and Regulations Chapter I 2.41
		Chancellor Vice Chancellor and Chief Financial Officer	Chancellor Vice Chancellor and Chief Financial Officer	Board of Regents	Rules and Regulations Chapter VI 3
23	Concurrent Enrollment: Upon prior written approval of the Chancellor, upon the recommendation of the Vice	President	Vice Chancellor for Finance	Chancellor	N/A

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	Chancellor for Finance, system Component institutions are authorized to waive all or part of the tuition and fees charged by the institution for a student enrolled in a course for which the student is entitled to receive, simultaneously, both: 1. Course credit toward the student's high school academic requirements; and, Course credit toward a degree offered by the institution.				
1.5	Construction Matters	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	1. Component Comprehensive Facilities Master Plan and any amendments thereto. 2. A Capital Improvements Program (CIP) encompassing the next six (6) years of construction projects needed to preserve, enhance, and add to facilities assets in line with the approved Master Plan.	President	Vice Chancellor for Contract Administration	Board of Regents	
2	Permits related to construction projects.			Associate VP, Facilities	
1.52	2. Public Art	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments

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1	The Chancellor may promulgate guidelines or policies for the acquisition of public art.			Chancellor	
2	Location of the Art. These works of public art shall be located at or near the site of the construction project or the funds may be aggregated, as described in subparagraph 1.5243.	Public Art Committee	VPFSS	President	
3	Aggregation of Funds. Insofar as permissible under the law and applicable to the source of funds, the funds may be aggregated and expended pursuant to the comprehensive art and aesthetic improvement plan, as approved by the Chancellor.			VPFSS	
4	Separate Budgets. The budgets for such works of public art shall be separate from and in addition to the aesthetic features incorporated into the building itself.			VPFSS	
5	Selection Process. Prior to any such purchase of public art, a Component shall identify to the Chancellor the name, position, title, and qualifications of any and all individual(s) responsible for its selection as well as document that selection process in writing.	Public Art Committee	VPFSS	President	
6	Landscape Enhancement Program. One percent of the construction cost limitation at the design development phase of each new major construction project, except grounds and landscaping projects, will be allocated to the enhancement of exterior landscape, hardscape, and waterscape features,			VPFSS	

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	unless an exception is granted by the Board.				
7	Appeal. Any Component may appeal the requirement to allocate project funds to the Public Art Program and/or Landscape Enhancement Program. Any such appeal shall be decided by the VCCA, with right of further appeal to the Chancellor, and then to the Board.	President	Vice Chancellor for Contract Administration	Chancellor	
1.55	New Major Construction Project	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	The term "new major construction project" for purposes of this Rule shall mean any new building or addition to an existing building with a total project cost of \$1 million or more. The term "new major construction project" does not include projects that consist solely of improvements to campus infrastructure, athletic fields and stadiums, greenhouses, parking facilities, chill plants, utility plants, and offices and facilities located off-campus. The final decision as to whether a specific project	VPFSS		Board Report or Board of Regents approval as appropriate	

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	is a "new major construction project" that triggers the requirements of this Rule shall be made by the Chancellor or his or her designee.				
2	All agreements for construction, design and associated services for capital projects with a total project cost of less than \$1 million.			VPFSS	
1.6	TSUS Policy and Procedures Manual	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	The Texas State University System Policies and Procedures Manual for Planning and Construction (which must also be reviewed and approved by the Vice Chancellor and General Counsel) shall include a comprehensive set of		Vice Chancellor and General Counsel & Vice Chancellor for Contract Administration	Board of Regents	

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	<p>policies and procedures governing the conduct and administration of the system-wide planning, design and construction program. These policies and procedures shall require compliance with all governing Federal and State laws and regulations and shall list all the current building codes that designs will be required to follow. The Board may direct changes to the Chancellor's published policies and procedures at its discretion.</p>				
1.7	Projects \$8 million and Higher	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	<p>Each construction project in excess of \$8 million shall require specific Board approval at each of the following stages: Provision for the project on the Master Plan; Inclusion of the project on the CIP; At the completion of the Design Development phase (prior to submission of the project to the Texas Higher Education Coordinating Board, when required under Coordinating Board Rules), and prior to starting construction of the project.</p>	VPFSS	President	Board of Regents	
1.8	Projects less than \$8 million	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments

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Planni ng and Const ructio n 2.2.1	The Board delegates to the Chancellor authority to all project requests with a total project cost under \$8 million. The Chancellor may further delegate his authority.	VPFSS	President	Chancellor	
Planni ng and Const ructio n 2.2.13	The Chancellor is authorized to approve indefinite quantity services contracts no greater than \$4 million; or \$8 million in the case of job order construction contracts, including all renewals	VPFSS	President	Chancellor	
Planni ng and Const ructio n 2.2.9	The President of each Component shall be delegated the responsibility and authority to enter into contracts for the design and construction of any capital project with a total project cost of less than \$6 million.	VPFSS		President	
Planni ng and Const ructio n 2.2.10	The President is authorized to approve indefinite quantity services contracts, including but not limited to, job order construction contracts, contracts for A/E services, and any other consulting contracts under the following limits; A&E and Consulting Services do not exceed \$3 million, and Job Order Contracts do not exceed \$6 million.	VPFSS		President	

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Planni ng and Const ructio n 2.2.15	Notwithstanding the limits stated in 1.82, the President is delegated the authority to enter into contracts for the purchase of furniture, fixtures and equipment for capital projects approved by the Board, to the extent such items are included in the project budget present to and approved by the Board. The TPC is defined as all costs including programming, design, site acquisition, site development, facilities, furnishings, furniture and equipment, operational warranties and any other costs identified to meet the project’s requirements as approved by the Texas Legislature, the Texas Higher Education Coordinating Board, and the Board.			VPFSS	Needs to be verified by the Office of VPFSS No source available Policies and Procedures Manual for Planning and Construction 1.7.2
1.9	Report on Project Completion	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Once final application for payment is approved by Office, submit a Final Project Report to the Board, through the Office, per Section 6: Project Reporting and Oversight Reviews above, and refer to Appendix 9 – Final Report Form.	VPFSS	President	Vice Chancellor for Contract Administration	Policies and Procedures Manual for Planning and Construction 9.1.5
1.(10)	Curriculum Matters	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Twelfth and fourth class day reports.		VPAA & Provost	Board Report	

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2	Course additions, deletions, and changes.		VPAA & Provost	Board of Regents	
3	Degree program additions, deletions, and changes.	VPAA & Provost	President	Board of Regents	
4	Academic department additions, deletions, and changes.	VPAA & Provost	President	Board of Regents	
5	Out-of-state course offerings.	VPAA & Provost	President	Board of Regents	
1.(11)	Admission Requirements	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Admission Requirements/Standards. Student admissions standards, entrance requirements, and degree qualifications as determined, prescribed and recommended by each Component as specified in Chapter VI, Section 2 of these Rules and Regulations.	VPAA & Provost	President	Board of Regents	
1.(12)	Gift Acceptance	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Gifts of real property regardless of value.	VPUA & VPFSS	President	Board of Regents	
2	Other gifts which exceed \$10,000 in value except cash and securities. When necessary to comply with donor desires, and when recommended by the President of the Component and approved by the Chairman of the Local Committee of the Board, such gifts may be accepted prior to the next Board meeting, but will be reported to the		VPUA	Board of Regents	

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	Board at its next regular meeting.				
3	The President of each Component will report all gifts with a value of at least \$5,000 (including cash, personal property, and intellectual property) to the Chancellor for reporting publicly to the Board. Upon written request of the donor, the Board report and minutes shall not state the donor's name and/or the gift's value.		VPUA	Board of Regents	
1.(13)	Real Property	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Purchases, Exchanges, Leases, Sales or Easements. The Board retains authority to approve all purchases, exchanges, leases, or sales of real property, or the granting of easements on, Components' real property, except for ground leases of five (5) years or less and delegations stated in Paragraph 1.(13)2.	VPFSS	President	Board of Regents	Rules and Regulations Chapter III 1.(13)1
2	The Chancellor is delegated authority to approve a purchase, exchange, lease, or sale of, or easement on, real property valued up to \$3,000,000; provided the	VPFSS	President	Chancellor	

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	Vice Chancellor and General Counsel has approved the operative documents as to legal form.				Rules and Regulations Chapter III 1.(13)2
2 (cont.)	The President is authorized to purchase, exchange, lease, or sell real property valued up to \$500,000 provided the Vice Chancellor and General Counsel has approved the operative documents as to legal form.	VPFSS		President	
1.(14)	Naming	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Naming of Buildings		President	Board of Regents	
1.(15)	Proposed Legislation	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Proposed legislation on behalf of the System or its Components, unless, during a legislative session, the Chancellor, after consultation with the Board Chair, determines that the best interests of the System or its Component(s) require pursuit of legislative action.	President	Chairman of the Board & Chancellor	Board of Regents	
1.(16)	Attorney General Requests	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments

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1	Requests for Attorney General Opinions pertaining to Component or System operations, except for opinions requested in response to a written request for information under the Public Information Act, must be requested by the Board Chairman or by the Board. A Component President is authorized to request a Public Information Act opinion when such opinion relates exclusively to the President's Component. The Chancellor is authorized to request a Public Information Act opinion when such opinion relates to the System Administration or to two or more Components. Such requests shall be submitted through the Vice Chancellor and General Counsel, who shall designate a System Public Information Act Coordinator to work with Component Public Information Act Coordinators to manage submission of such requests.	President	Vice Chancellor and General Counsel	Board of Regents	
1.(17)	Holiday Schedules	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	Holiday Schedules for the Component Institutions and System Administration shall be approved by the Chancellor prior to the beginning of the fiscal year. Any changes to an approved Holiday Schedule require subsequent approval from the Chancellor.	VPFSS	President	Chancellor	Rules and Regulations Chapter II 4.5

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1.(18)	Athletics	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	1. The addition or reduction of university supported athletic teams. Changes in athletic association classification.	Special Assistant to the President	President	Board of Regents	
TXST	Texas State University Locally Defined Signature Authority List	Review, Prepare, or Approve	Review, Prepare, or Approve	Signature Authority	Source/Comments
1	2. Documents associated with the permanent residency (green card) process - Not to Exceed (NTE) \$100k			VPAA & Provost	
2	H-1B Visa Application for Faculty NTE \$100k			VPAA & Provost	
3	Foster's Form I-129 Review Acknowledgement by Petitioning Employer NTE \$100k			VPAA & Provost	
4	Agreements with The University of Texas Health Science Center at San Antonio Dental School NTE \$100k		Dean of Science and Engineering	AVPFS or Director of P&SS	
5	Internship Agreements and related Affiliation Agreements NTE \$0			College Dean. Any Associate Vice President for Academic Affairs.	
6	Student Teaching Partnership Agreements NTE \$0			Dean of the College of Education	
7	Mutual Aid Agreements with local law enforcement and emergency agencies NTE \$0			VPFSS	
8	Athletics-related purchases exceeding \$49,999	Athletic Director	Special Assistant to the President	Standard based on \$ threshold	

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9	Automobile lease agreements for Athletics NTE \$100k		Athletic Business Manager	AVPFS or Director of P&SS	
10	Digital license agreements for Library material NTE \$250k		VPIT	AVPFS or Director of P&SS	
11	Insurance billing documents, electronic remittance documents, insurance billing, clearinghouse agreements and credentialing documents NTE \$10K		Director of Student Health Center	AVPFS or Director of P&SS	
12	Student Affairs Program/Service/ Performance contracts NTE \$5k		All Directors in Student Affairs	AVPFS or Director of P&SS	
13	UPD equipment maintenance Purchases NTE \$40k		Director of UPD	AVPFS or Director of P&SS	
14	CAPCO Inter-local Agreement for 9-1-1 equipment and wrecker contracts NTE \$40k		Director of UPD	AVPFS or Director of P&SS	
15	Contracts related to undergraduate admissions NTE \$250K		Provost & VPAA	AVPFS or Director of P&SS	
16	Catering Contracts on Standard Template NTE \$0			Director of Auxiliary Services	
17	Budget Adjustments NTE a cumulative \$100k annually per cost center		AVP Budget and Planning	VPFSS	
18	Renovations < \$10,000, 100% Departmentally- Funded		Cabinet Officer	AVPFSSP	
19	Renovations < \$10,000, not 100% Departmentally Funded	Facilities Committee	Cabinet Officer	AVPFSSP	

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20	Renovations >\$10,000 but < \$50,000	Facilities Committee	Cabinet Officer	VPFSS, Provost & VPAA	
21	Renovations > \$50,000	Facilities Committee	Cabinet Officer, VPFSS, Provost & VPAA	President	
22	Investment Accounts			By name: VPFSS, Treasurer	
23	Check Signing Authorization			By name: VPFSS, AVPFS, Treasurer, Director of Accounting, Assistant Director of Accounting	
24	Naming of university-owned spaces, areas, or objects, other than buildings.		VPFSS	President	
25	All other financial documents whether revenue or expense regardless of funding source	Director of Procurement NTE \$100k	VPFSS NTE \$250k	President and TSUS as required	
26	Quotes or proposals that do not have any contractual terms and/or conditions associated with it.		Director of P&SS	Stakeholder or end user	
27	Purchase orders based on contracts or agreements which have already been signed by the appropriately authorized signature authority. P.O. shall not affect the terms and conditions of the approved contract or agreement.	AVPFS and Director of P&SS	AVPFS and Director of P&SS	AVPFS or Director of P&SS	
28	In accordance with Chapter III, Section 10.25 of TSUS Rules and Regulations, the President delegates to the VPFSS, or their designated representative in their			VPFSS	

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	absence, authorization to execute all contracts less than \$500,000 (including research grants and contracts), agreements, licenses, and reports, whether financial or programmatic, on behalf of the University.				
29	Licenses, permits, plans and reports involving environmental health; radiation and chemical use, storage, and disposal; fire and life safety issues; or insurance and risk management for local, state, and federal agencies which do not create a financial obligation.			Director EHSRM	
30	Vehicle registration forms, vehicle title applications, vehicle titles, Texas Department of Public Safety (DPS) Driver Record User Agreement, Texas motor vehicle records (MVR) contract, DPS Station Owner Agreement, and other fleet-related documents for local, state, and federal agencies which do not create a financial obligation.			Director of Facilities Management	