

University Rule

25.07.99.J1 Contract Administration

Approved: October 22, 2025

Next Scheduled Review: October 22, 2030

Rule Summary

The following Texas A&M University-Victoria (A&M-Victoria) contract administration rule is promulgated pursuant to The Texas A&M University System (System) Policy 25.07, *Contract Administration*, and constitutes the provisions that govern administration of A&M-Victoria contracting authority. This rule is required by System Policy 25.07, *Contract Administration*.

Rule

1. PROCEDURES AND RESPONSIBILITIES

These procedures and limits of delegation of authority establish the process for university personnel to originate, recommend, approve, sign, execute, administer, close out, and report contracts committing A&M-Victoria to perform or refrain from performing any act. The Purchasing and Contract Administration is responsible for creating and maintaining a well-defined administrative control environment that ensures management exercises its fiduciary responsibilities when executing contracts on behalf of A&M-Victoria. The Purchasing Manager, designated by the Vice President for Finance and Chief Financial Officer (CFO), must serve as the University Chief Contracting Officer.

- 1.1 Delegations of authority pursuant to this rule must be valid only if in writing.
- 1.2 Written contracts must be executed whenever A&M-Victoria enters into a binding agreement with another party that involves any stated or implied consideration. The Vice President for Finance /CFO or a designee may waive the requirement for a written contract if the stated or implied consideration is \$5,000 or less.
- 1.3 A contract articulates the terms, conditions, rights, and obligations agreed upon by authorized representatives of all parties involved. It typically includes provisions for mutual consent, consideration, and lawful object, ensuring clarity and enforceability of the agreement.
- 1.4 For purposes of this rule, contracts made by A&M-Victoria departments with vendors to provide services internationally must be routed through Purchasing and Contract Administration. This applies to U.S based and international vendors providing services that include, but are not limited to, programs for the benefit of students, faculty or staff on university-related business or academic/research purposes. Contract Administration has coordinated with the Office of General Counsel (OGC) on the development of a standard contract template with vendors for these services and will work with the vendor to coordinate an acceptable contract. These contracts require the approval of the Vice President for Finance

/CFO for those contracts up to the authority delegated to the president. For contracts and collaborations with foreign persons, entities, or groups, Texas A&M departments must ensure compliance with System Regulation 15.05.04. Any contracts with import/export implications will be reviewed by the appropriate office.

- 1.5 Approval of and signature of a contract constitutes approval to establish an operating budget, which does not exceed the consideration of the contract, without further approval.
- 1.6 As consistent with the requirements of System Policy 25.07, Purchasing and Contract Administration will be responsible for the administrative management of large-scale contracts with university-wide implications. This oversight will include monitoring all financial and operational elements with regular reporting to senior administration, contract closeout, and fulfilling all contract reporting required under system policy and regulation, applicable law, and the terms of the contract. For all other contracts, including those large-scale contracts specific to a university operational or academic unit, the respective operational or academic unit to which a contract pertains will be responsible for all financial and operational elements, and provide regular reporting to senior administration, contract closeout, and 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.
- 1.7 The Office of Research and Sponsored Programs will be responsible for the origination, recommendation, approval, execution, administration, and close-out of certain sponsored research contracts and other research-related contracts. The Director of Research and Sponsored Programs or designee may approve such contracts in accordance with the President's Delegation of Authority for Contract Administration.

2. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

- 2.1 Contracts requiring Board of Regents (board) approval must be forwarded through Contract Administration, who will prepare the agenda item and appropriate supporting documentation, if requested by the office responsible for submission of agenda items, and will then route them through the administrative chain to the Office of the Vice President for Finance/CFO for submission to the system.
- 2.2 Such contracts must be signed by the chancellor or the president, as specified in the board minute order in which they are approved.

3. CONTRACTS REQUIRING CHANCELLOR APPROVAL

Contracts requiring chancellor approval, unless delegated to the president under System Policy 25.07, Section 6, must be forwarded through the University Contracting Officer, CFO and president to the chancellor for execution.

4. PRESIDENT'S DELEGATION OF AUTHORITY

In accordance with System Policy 25.07, the president may delegate authority to approve and sign specific contracts to designees but retains overall responsibility for their actions. All delegations given herein are per the A&M-Victoria President's Delegation of Authority for Contract Administration. Delegation of authority may only be re-delegated, in writing, with a copy provided to the Vice President for Finance /CFO.

5. OFFICE OF GENERAL COUNSEL REVIEW OF TEXAS A&M UNIVERSITY-VICTORIA CONTRACTS

Administrative officers with delegated authority to approve and sign contracts must ensure that such documents have received prior review as to form and legal sufficiency by Contract Administration and OGC as required. Request for OGC contract review must be routed through, and administered by, Contract Administration or by their designee per the President's Delegation of Authority for Contract Administration.

Related Statutes, Policies, or Requirements

[*System Policy 25.07, Contract Administration*](#)

[*System Regulation 25.07.01, Contract Administration, Delegations and Reporting*](#)

[*System Regulation 15.05.04, High Risk Global Engagements and High Risk International Collaborations*](#)

[*System Policy 41.01, Real Property*](#)

[*System Regulation 41.01.01, Real Property*](#)

[*System Policy 51.04, General Requirements and Delegation of Authority on Construction Projects*](#)

[*System Regulation 51.04.01, Chancellor's Delegation of Authority on Construction Projects*](#)

[*System Contract Management Handbook*](#)

Contact Office

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