

Type of Contract	Typical Routing for Departmental Review	Authorization to Execute Contracts (Less than \$500,000)
<p>Academic Agreements Applicable to those agreements where TWU is entering into an agreement to deliver or receive academic, scientific activities, clinical affiliations/practicum or other cooperative/collaborative efforts for the purpose of its academic or service mission.</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Dean • Provost • General Counsel* 	<ul style="list-style-type: none"> • Provost
<p>Advertising Agreements Agreements and contracts for advertising (print publications, radio, TV, billboard, internet).</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Marketing & Communication • Procurement & Contract Services • General Counsel* (greater than \$30,000) 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)
<p>Athletic Event/Contest/Sponsorship Includes those agreements for the Department of Athletics involving athletic events or contest and those sponsorship agreements not resulting from a competitive RFP. Also applicable to recreational sports events/contests/sponsorships.</p>	<ul style="list-style-type: none"> • Contract Originator • Athletic Director • Procurement & Contract Services • General Counsel* (greater than \$30,000) 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)

<p>Consultants Includes those agreements involving TWU's use of private consultants governed by Section 2254, Texas Government Code, and subchapter b. Any consulting agreement where total payment (including renewals, amendments, and extensions) will exceed \$25,000 must be published in the Texas Register for a minimum of 30 days prior to the award.</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Procurement & Contract Services • General Counsel* (greater than \$30,000) 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)
<p>General Business/Service Agreements Applicable to those agreements otherwise undefined in this Delegation of Authority, where TWU is providing or receiving goods and/or services. Revenue, business and exempt purchasing expense agreements are applicable to this section.</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Procurement & Contract Services • General Counsel* (greater than \$30,000) 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)
<p>Insurance Policies</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Procurement & Contract Services • Risk Management 	<ul style="list-style-type: none"> • VP Finance & Administration

<p>Inter-Agency/Inter-Local Includes those agreements with other State of Texas agencies (Section 771, Texas Government Code), inter-local agreements (Section 791, Texas Government Code)</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Procurement & Contract Services 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)
<p>Professional Services Includes those agreements involving acquisition of professional services as defined by Section 2254.002, Texas Government Code.</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Procurement & Contract Services • General Counsel* (greater than \$30,000) 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)
<p>Rental of Space Agreements Rental agreements (office, lab, classroom, storage, residence, etc.) with a value of less than \$500,000 and less than a five (5) year period.</p>	<ul style="list-style-type: none"> • Contract Originator • Department Head • Procurement & Contract Services • General Counsel* (greater than \$30,000) 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$30,000 or less) • VP Finance & Administration (greater than \$30,000)

Software Agreements	<ul style="list-style-type: none"> • Contract Originator • Department Head • Office of Technology • Procurement & Contract Services • General Counsel * 	<ul style="list-style-type: none"> • Asst. VP Procurement & Contract Services (\$10,000 or less) • VP Finance & Administration (greater than \$10,000)
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*OGC review is not required if: the contract is less than \$30,000 AND the contract is submitted on an approved contract template from OGC, the submission is a renewal of a previously approved contract and/or, a cooperative contract/agreement is utilized.