25.07.99.C1 Contract Administration

Revised: August 3, 2026
Next Scheduled Review: August 3, 2031
Revision History

Rule Summary

This 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 Texas A&M University-Corpus Christi (TAMU-CC) contracting authority. This rule establishes the process for the origination, recommendation, approval, execution, administration, reporting, and closeout of TAMU-CC contracts.

Rule

1. GENERAL

1.1. Written contracts must be executed whenever TAMU-CC enters into a binding agreement with another party that involves any stated or implied consideration.

1.2. The Vice President for finance and administration or authorized designee may waive the requirement for a written contract if the stated or implied consideration is $10,000 or less.

1.3. Contracts include but are not limited to purchase orders, agreements, cooperative agreements, memoranda of understanding, interagency and intrasystem contracts, grants, loans, easements, license, leases, permits and restrictions on acceptances of gifts and bequests, amendments, modifications, and extensions of those contracts.

1.3.1. Parties to contracts include but are not limited to Federal, State, and local agencies, nonprofit organizations, private foundations, private businesses, partnerships, and individuals.

1.3.2. All contracts for the purchase or sale of real property, the lease of System real property, the lease of real property from third parties, the granting or acceptance of easement or rights-of-way, and for any other acquisition or disposal of real property or real property interest will be governed by System policy. The delegation of authority for all

construction projects will be governed by System Policy *51.04, General Requirements and Delegations of Authority on Construction Projects*, and the regulations promulgated under that policy.

1.4. Contracts made by TAMU-CC departments for the reservation of hotel and/or conference facilities do not need to be routed through the Department of Contract Administration nor be reviewed by the System Office of General Counsel (OGC), so long as the department and the vendor sign the standard Facility Use Addendum, as provided by the Department of Contract Administration, in conjunction with the vendor's standard agreement. In the event the vendor objects to the use of the Facility Use Addendum, the vendor's contract should then be sent to the Department of Contract Administration for review.

1.4.1. The Facility Use Addendum is intended to assist departments in exercising care when a hotel or conference vendor contract contains clauses that constitute a commitment by TAMU-CC which could lead to monetary or legal liabilities. Such clauses generally mention liability on the part of the department for damages or require a guarantee of payment for unoccupied rooms or facilities.

1.4.2. While the standard Facility Use Addendum attempts to mitigate these risks, departments should determine the availability of a funding source should circumstances dictate cancellations resulting in a penalty. Department heads may wish to establish specific departmental guidelines to avoid needless penalty payments. This rule authorizes respective department heads the authority to execute such agreements so long as the stated or implied consideration does not exceed the authority delegated by the President's Delegation of Authority for Contract Administration (see Appendix).

1.5. Contracts made by TAMU-CC departments with vendors or affiliates to provide services internationally must be routed through the Department of Contract Administration and the Export Control Office for export control clearance. This applies to U.S.A.-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 for academic/research purposes.

1.5.1. Research-based agreements (as defined under TAMU-CC's President's Delegation of Authority for Contract Administration) are routed through the Office of Sponsored Research. These contracts require the approval of the Executive Vice President for Research and Innovation or President for those contracts that do not exceed the authority delegated by the President.

1.5.2. Contracts involving countries of concern that require Vice Chancellor approval under System Regulation *15.05.04, High Risk Global Engagement and High Risk International Collaboration* will be forwarded by the Export Control Office to the System for the Vice Chancellor for research's approval before executing the contract.

1.6. Vendor contracts providing lodging (hotel agreements) and/or travel (airfare, car rental, temporary bus transportation) do not need to route through the Department of Contract Administration. These itinerary-based confirmations for travel and lodging contracts may be signed by the respective department head or procurement and disbursements director, or authorized designee.

1.7. All contracts more than $10,000 must be routed through the Department of Contract Administration to ensure appropriate review and assessment of risk to TAMU-CC.

1.8. Approval of and signature on a contract constitutes approval to commit funds toward the contractual arrangement (if applicable). Funding sources should be identified (as applicable) and provided to Procurement and Disbursements and the Department of Contracts Administration with the contract for review.

1.9. Approval and signatures on a contract constitute approval to establish an operating budget that does not exceed the consideration of the contract without further approval. The Department of Contract Administration (and/or director of procurement and disbursements when applicable) is responsible for creating and maintaining well-defined administrative controls that ensure management exercises its fiduciary responsibilities when executing contracts on behalf of TAMU-CC. Contract management must be in accordance with the System Contract Management Handbook. The contracts manager serves as TAMU-CC's primary contracts officer for the Department of Contract Administration.

1.10. The department in which a contract originates will be responsible for verifying that all contractual obligations have been fulfilled; fulfilling all contract reporting required under System policy and regulation, applicable law, and the terms of the contract; and closing out the contract. Procurement and Disbursements and/or the Department of Contracts Administration may be more directly involved with contracts identified as requiring enhanced monitoring.

2. PRESIDENT'S DELEGATION OF AUTHORITY FOR CONTRACT ADMINISTRATION

2.1. In accordance with System policy *25.07, Contact Administration*, the President may delegate authority to approve and sign specific contracts but retains overall responsibility for their actions. The President's Delegation of

Authority for Contract Administration is reviewed annually by the Vice President for Finance and Administration, and any changes are approved by the President's Cabinet and posted to TAMU-CC's website.

2.2. The delegation of authority is that which is stated in the official President's Delegation of Authority for Contract Administration as approved by the President and submitted to the System.

2.3. These requirements and limits of delegation of authority establish the process for TAMU-CC personnel to approve, sign, and execute contracts committing TAMU-CC to perform or refrain from performing any act, or receiving any goods or services. The Department of Contract Administration is responsible for creating and maintaining a well-defined administrative-controlled environment that ensures management exercises its fiduciary responsibilities when executing contracts on behalf of TAMU-CC.

2.4. The Vice President for finance and administration will establish a process to determine delegated authority, complete the delegation of authority document required by the System, get presidential approval, and submit the approved document to the President and the appropriate System office.

2.5. Delegations of authority pursuant to this rule are valid only if in writing.

3. CONTRACTS REQUIRING BOARD OF REGENTS APPROVAL

3.1. Contracts requiring System Board of Regents (Board) approval under System Policy *25.07, Contract Administration,* will be routed as appropriate per the TAMU-CC President's Delegation of Authority for Contract Administration. The resulting documentation will be submitted through the Vice President for Finance and Administration, who will coordinate the submittal of the Board agenda item with appropriate personnel.

3.2. Contracts must be signed by the Chancellor or the President, as specified in the Board minute order in which they are approved.

4. CONTRACTS REQUIRING CHANCELLOR APPROVAL

Contracts requiring Chancellor approval, unless delegated to the President under System Policy *25.07, Contract Administration*, will be forwarded through TAMU-CC's delegated contracts officer, Vice President for Finance and Administration, and President to the Chancellor for execution and/or delegation in accordance with System Policy *25.07, Contract Administration*.

5. SYSTEM OFFICE OF GENERAL COUNSEL REVIEW

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 the Department of Contracts Administration and OGC when required by System policies and regulations. Requests for OGC contract review must be routed through, and administered by, the Department of Contracts Administration.

Related Statutes, Policies, or Requirements

System Regulation *15.05.04, High Risk Global Engagements and High Risk International Collaborations*
System Policy *25.07, Contract Administration*
System Regulation *25.07.01, Contract Administration, Delegations, and Reporting*
System Policy *25.08, Athletic Employment Contracts*
University Procedure *25.07.03.C0.01, Purchasing Administration*
System Policy *51.04, General Requirements and Delegations of Authority on Construction Projects*
System Regulation *51.04.01, Chancellor's Delegation of Authority on Construction Projects*
System Contract Management Handbook

Appendix

Texas A&M University-Corpus Christi President's Delegation of Authority for Contract Administration

Contact Office

Contact for interpretation and clarification:	Contracts Administration 361.825.3918