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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**  
**AREA: General**

<b>Delegation of Authority</b>	<b>MAPP 05.01.06</b>
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**I. POLICY**

- A. Lamar University (LU) follows state regulations as well as Texas State University System (TSUS) rules and regulations regarding the delegation of authority for signing contracts, purchases, and agreements on behalf of the University.

**II. PURPOSE AND SCOPE**

- A. In accordance with the TSUS Rules and Regulations, Chapter III, §1, §§1.1, Contracts and §10, Contracts, Purchases and Agreements; the TSUS Contract Management Handbook; the Texas Education Code, Chapter 51; and all other applicable TSUS, state and federal statutes, rules, and regulations governing contracts with public institutions of higher education in Texas.
- B. In accordance with the TSUS Rules and Regulations, Chapter III, §10, §10.2, Paragraph 10.24, the President has been delegated authority to obligate funds for the purchase of goods or services.
- C. All LU contracts must be in writing and must name Lamar University as a party. Divisions, colleges, departments, centers, and offices may **not** enter into contracts in their own names. Contracts are executed by way of two (2) different offices based on contract type.
  - 1. Campus Operations handles all revenue-based and non-monetary contracts.
  - 2. Procurement & Payment Services handles all expense contracts.

**III. DELEGATION OF AUTHORITY FOR CONTRACTS**

- A. The LU President is the primary contracting official for the University. The LU President has authority to enter into contracts on behalf of the University provided that the contract does not require approval from the TSUS Chancellor or Board of Regents.
- B. TSUS Rules and Regulations allow the LU President to delegate power to contract, purchase, or enter into agreements of \$500,000 or less to other employees of the University.
- C. Presidential delegation to LU employees must be specific and in writing to be effective. The delegation must originate in the President's Office.
- D. During the President's absence all Presidential authorities shall fall to the Chief Financial Officer (CFO), Chief Operations Officer (COO) or the Provost & Vice President for Academic Affairs (P-VPAA), as necessary and specified in the temporary delegation. Unless otherwise delegated, in the absence of a primary approver listed under Section IV of this MAPP, the signature authority shall extend up to the next level of management. For example, when the Director of Procurement & Payment Services

is on leave, authority shifts upward to the Associate Vice President for Financial Services.

- E. The level of authority required to sign a contract on behalf of the University is delineated in the TSUS Rules and Regulations and TSUS Contract Management Handbook. The level required is based on factors such as dollar amount, type of contract, or state required training/certification(s).
- F. The written delegation must be on official letterhead and include:
  - 1. identify the person, position, or group of positions to which authority is delegated;
  - 2. identify the contract(s) or types of contracts authorized in the delegation;
  - 3. identify the value threshold authorized in the delegation, not to exceed the local allowable limits;
  - 4. specify the length of time for which the delegation is valid, with the understanding that the delegation may continue indefinitely until revoked or until the person is no longer a LU employee; and
  - 5. specify any conditions or special instructions associated with the delegation
- G. The President’s Office submits the written delegation to the CFO’s Office. The CFO’s Office maintains the list of delegates to whom authority to sign contracts is currently delegated and maintains the accompanying written documentation verifying the delegation.
- H. The President may revoke delegated authority at any time by giving written notice of revocation to the delegated person. The delegate holding the authority may decline or relinquish that authority by sending a written notification to the President. The name of an employee who declines, relinquishes, or has their delegated authority revoked is sent to the CFO’s Office so the list of delegates may be updated.
- I. Only the President, or delegates as explicitly allowed, may sign contracts regardless of the amount.
- J. Beyond the President or delegated LU employees, no other LU employee is authorized to execute contracts, purchases, or agreements regardless of dollar amount.
- K. This policy does not affect institutional authority to initiate purchase requisitions, informal or formal solicitations, requests for bids, procurement card purchases, or other transactions not covered by the University’s contract policies.

**IV. PRESIDENT’S LIST OF DELEGATION AUTHORITY**

- A. NON-EXPENSE / REVENUE contracts (CAMPUS OPERATIONS): All persons or positions listed on the following chart have been granted delegated authority to sign non-expense or revenue designated contracts/agreements on behalf of LU. This delegation list does not circumvent the requirement for contracts to route through all the proper channels prior to being executed, such as legal review, Certified Texas Contract Manager (CTCM) approvals, etc.

List of Approvals and Delegated Signature Authorities				
Signature Authority indicates the Primary Signatory which may be delegated up in the event of absence.				
CAMPUS OPERATIONS – NON-MONETARY CONTRACTS (NON) / No monies exchanged between LU and Vendor				
Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
AA	Academic Affiliation Agreements	Contract Mgr	ED Campus Ops	P-VPAA, AP-AA, AP-DL, COO, President
ART	Academic Articulation Agreements	Contract Mgr	ED Campus Ops	P-VPAA

INSR	Insurance Reviews and Verifications	Contract Mgr	ED Campus Ops	ED Campus Ops
LIAB	Liability Waiver Agreements	Contract Mgr	ED Campus Ops	ED Campus Ops
IT	Software License or IT related Agreements	Contract Mgr	ED Campus Ops	Dir. IT Applications & Security; CIO
MOU	Memorandum of Understanding Agreements	Contract Mgr	ED Campus Ops	COO; P-VPAA
M/NDA	Mutual/Non-Disclosure Agreements	Contract Mgr	ED Campus Ops	Dir. IT Applications & Security; CIO; Associate Provost for Research ORSP
OTHER	All other Agreements where another category is not applicable.	Contract Mgr	ED Campus Ops	ED Campus Ops
PROG	Program Agreements	Contract Mgr	ED Campus Ops	P-VPAA
SAN	Study Abroad/Summer Immersion Agreements	Contract Mgr	ED Campus Ops	P-VPAA
VEH	Vehicle Use Agreements	Contract Mgr	ED Campus Ops	ED Campus Ops
EVAL	Vendor Performance Evaluation, completed by Department Contract Manager or End-user	Contract Mgr	ED Campus Ops	ED Campus Ops

**CAMPUS OPERATIONS – REVENUE CONTRACTS (REV) / Monies received by LU**

Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
CICE	Leased building space; total cost between \$0-\$25,000	Contract Mgr	ED Campus Ops	ED Campus Ops
CICE	Leased building space; total cost greater than \$25,000.01	Contract Mgr	ED Campus Ops	COO and CFO
FREV	Facility Use, short term use of building space; total cost between \$0-\$25,000	Contract Mgr	ED Campus Ops	ED Campus Ops
FREV	Facility Use, short term use of building space; total cost greater than \$25,000.01	Contract Mgr	ED Campus Ops	COO and CFO
GREV	Game Agreements; total cost between \$0-\$25,000	Contract Mgr	ED Campus Ops	ED Campus Ops
GREV	Game Agreements; total cost greater than \$25,000.01	Contract Mgr	ED Campus Ops	COO and CFO
LULP	Literary Press; total cost between \$0-\$25,000	Contract Mgr	ED Campus Ops	ED Campus Ops
LULP	Literary Press; total cost greater than \$25,000.01	Contract Mgr	ED Campus Ops	COO and CFO

SREV	Service Agreements; total cost between \$0-\$25,000	Contract Mgr	ED Campus Ops	ED Campus Ops
SREV	Service Agreements; total cost between \$25,000.01-\$500,000	Contract Mgr	ED Campus Ops	COO and CFO
SREV	Service Agreements; total cost between \$500,000.01-\$1M	Contract Mgr; ED Campus Ops; COO; CFO	President	Chancellor
SREV	Service Agreements; total cost greater than \$1M	Contract Mgr; ED Campus Ops; COO; CFO	President; General Counsel; VC Finance, Chancellor	Board of Regents
SPON	Athletic Sponsorships; total revenue between \$0-\$25,000	Contract Mgr	ED Campus Ops	ED Campus Ops
SPON	Athletic Sponsorships; total revenue greater than \$25,000.01	Contract Mgr	ED Campus Ops	COO and CFO
<b>CAMPUS OPERATIONS – MISCELLANEOUS</b>				
Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
n/a	Purchase, exchange, lease, sales or easements of real property; Board retains authority to approve, except for ground leases of five (5) years; Chancellor is delegated authority to approve valued up to \$3M; President is delegated authority up to \$500,000	ED Campus Ops	Vice Chancellor; General Counsel	COO and CFO; President
n/a	Non-expense alcohol beverage use application requests for camps, events or facility use must be approved in advance by the COO or President; NOTE: there is no expense to LU	Requisitioner	Dean; Sponsor	COO; President
<b>HUMAN RESOURCES</b>				
Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
n/a	Emergency bereavement leave may be granted without the loss of regular pay when a family death occurs; per State	Employee	Department Head or Direct Supervisor	Department Head or Direct Supervisor

	Governmental Code, family is defined as employee’s spouse or spouse’s parents, brothers, sisters, grandparents, children, or grandchildren; time granted shall not exceed three (3) days			
n/a	Emergency bereavement leave requests greater than three (3) days will require an exception reviewed on a case by case basis and shall not exceed five (5) days	Employee	Department Head or Direct Supervisor	Assistant VP for HR
FINANCIAL SERVICES (not related to Procurement)				
Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
n/a	Direct Deposit	ED Business & Treasury	AVP Financial Svc	CFO
ACADEMIC or STUDENT RELATED				
Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
	All charges, fees & rates related to student services; to include but not limited to medical, registration, student center, transportation, room & board, special courses, etc.	COO; CFO	President	Board of Regents
	Concurrent enrollment.	COO; CFO	President	Chancellor
	Twelfth and fourth class day reports.	P-VPAA	P-VPAA	Board Report
	Course additions, deletions, and changes.	P-VPAA	P-VPAA	Board of Regents
	Degree program additions, deletions, and changes.	P-VPAA	President	Board of Regents
	Academic department additions, deletions, and changes.	P-VPAA	President	Board of Regents
	Out-of-state course offerings.	P-VPAA	President	Board of Regents
	Admission Requirements/ Standards. Student admissions standards, entrance requirements, and degree qualifications	P-VPAA	President	Board of Regents

	as determined, prescribed and recommended by each Component as specified in Chapter VI, Section 2 of these Rules and Regulations.			
<b>MISCELLANEOUS</b>				
Contract Type	General Guidelines	Prepare or Review	Approve	Signature Authority
Gifts	Other gifts which exceed \$10,000 in value except cash and securities, when necessary to comply with donor desires, and when recommended by the Component President 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 Board at its next regular meeting.	VPUA	COO; CFO	Board of Regents
Gifts	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 or the gift's value.	VPUA	VPUA	Board of Regents
Names	Naming of Buildings		President	Board of Regents
n/a	Proposed legislation on behalf of the System or its Components, unless during a legislative session, the Chancellor, after consultation with the Board Chair, determines the best interests of the System or its Component(s) require	President	Chairman of the Board & Chancellor	Board of Regents

	pursuit of legislative action.			
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B. EXPENSE / FINANCIAL contracts (FINANCIAL OPERATIONS): All persons or positions listed on the following chart have been granted delegated authority to sign expense/financial related contracts or agreements on behalf of LU. This delegation list does not circumvent the requirement for contracts to route through all the proper channels prior to being executed, such as requisition approval, legal review, Certified Texas Contract Developer (CTCD) or Certified Texas Contract Manager (CTCM) approvals, etc.

PROCUREMENT & PAYMENT SERVICES – EXPENSE CONTRACTS (EXP) / Monies paid by LU.				
Contract Type	General Guidelines	Prepare or Review	Approve	Final purchase approval/Signature Authority
n/a	Non-travel meals and refreshments must serve a legitimate business purpose and must further the mission of the University; only auxiliary, designated, or restricted funds may be used for food or beverage purchases (STATE FUNDS ARE NOT PERMITTED)	Requisitioner	Dean; Sponsor	CTCD and/or CTCM certificate holder with delegation on file
n/a	Alcohol purchases must be approved in advance by the CFO or President with the use of discretionary funds; state statute and general appropriations act will guide eligibility under the control of the intercollegiate athletics department	Requisitioner	Dean; Sponsor	CFO; President
n/a	Flowers, invitations, holiday cards valued up to \$250; allowed dependent upon funding source; if sent by department or office to honor deceased, for congratulations or other University-related business	Requisitioner	Dean; Sponsor	CTCD and/or CTCM certificate holder with delegation on file
n/a	Flowers, invitations, holiday cards exceeding \$250 (dependent upon funding source; if sent by department or office to honor deceased, for congratulations or other	Requisitioner	Dean; Sponsor	CFO; President

	University-related business)			
n/a	Awards valued up to \$250 for LU employees or students (with the exception of gift cards or gift certificates which are not allowed); allowed dependent upon funding source	Requisitioner	Dean; Sponsor	CTCD and/or CTCM certificate holder with delegation on file
n/a	Awards valued exceeding \$250 for LU employees or students (with the exception of gift cards or gift certificates which are not allowed); allowed dependent upon funding source	Requisitioner	Dean; Sponsor	CFO; President
n/a	Gifts valued up to \$250 to LU retirees, non-LU employees, or Friends of LU (with the exception of gift cards or gift certificates which are not allowed); allowed dependent upon funding source	Requisitioner	Dean; Sponsor	CTCD and/or CTCM certificate holder with delegation on file
n/a	Gifts exceeding \$250 to LU retirees, non-LU employees, or Friends of LU (with the exception of gift cards or gift certificates which are not allowed); allowed dependent upon funding source	Requisitioner	Dean; Sponsor	CFO; President
FEXP	Facility Use, non-LU short term building space use; total cost between \$0-\$100,000	Contract Specialist	CTCD and/or CTCM certificate holder with delegation on file	Assistant Dir Procurement & Payment Svc
FEXP	Facility Use, non-LU short term building space use; total cost between \$100,000.00-\$150,000	Contract Specialist	CTCD and/or CTCM certificate holder with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
FEXP	Facility Use, non-LU short term building space use; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD and/or CTCM certificate holder with delegation on file	CFO; President
HONOR	Honorarium Agreements; total cost between \$0-\$5,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CTCD, CTCM certificate holders with delegation on file



HOTEL	Hotel Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
HOTEL	Hotel Agreements; total cost between \$100,000.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
HOTEL	Hotel Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
IDIQ	Indefinite Quantity Agreements (non-Planning/Construction related); total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
IDIQ	Indefinite Quantity Agreements (non-Planning/Construction related); total cost between \$100,000.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
IDIQ	Indefinite Quantity Agreements (non-Planning/Construction related); total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
IDIQ	Indefinite Quantity Agreements (non-Planning/Construction related); total cost between \$500,000.01-\$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor	Chancellor
IDIQ	Indefinite Quantity Agreements (non-Planning/Construction related); total cost greater than \$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor; Chancellor	Board of Regents
ISNE	Insurance Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc; COO and CFO
ISNE	Insurance Agreements; total cost between \$100,000.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc; COO and CFO
ISNE	Insurance Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	Dir Procurement & Payment Svc	COO and CFO; President
ISNE	Insurance Agreements;	Contract	President; General	Chancellor

	total cost between \$500,000.01-\$1M	Specialist; Dir Procurement & Payment Svc; COO; CFO	Counsel; Vice Chancellor	
ISNE	Insurance Agreements; total cost greater than \$1M	Contract Specialist Dir Procurement & Payment Svc; COO; CFO	President; General Counsel; Vice Chancellor; Chancellor	Board of Regents
INTER	Interlocal or Interagency Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
INTER	Interlocal or Interagency Agreements; total cost between \$100,00.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
INTER	Interlocal or Interagency Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
INTER	Interlocal or Interagency Agreements; total cost between \$500,000.01-\$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor	Chancellor
INTER	Interlocal or Interagency Agreements; total cost greater than \$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor; Chancellor	Board of Regents
IT	Software License or non-Library IT related Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
IT	Software License or non-Library IT related Agreements; total cost between \$100,000.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
IT	Software License or non-Library IT related Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
IT	Software License or non-Library IT related Agreements; total cost between \$500,000.01-\$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor	Chancellor

IT	Software License or non-Library IT related Agreements; total cost greater than \$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor; Chancellor	Board of Regents
LIBR	Library Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
LIBR	Library Agreements; total cost between \$100,000.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
LIBR	Library Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
LIBR	Library Agreements; total cost between \$500,000.01-\$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor	Chancellor
LIBR	Library Agreements; total cost greater than \$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor; Chancellor	Board of Regents
PERF	Performer Agreements; total cost between \$0-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc; Dir Procurement & Payment Svc; AVP Financial Svc
RENT	Equipment Rental Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
RENT	Equipment Rental Agreements; total cost between \$100,00.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
RENT	Equipment Rental Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
RENT	Equipment Rental Agreements; total cost between \$500,000.01-\$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor	Chancellor
SERV	Service Agreements; total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc

SERV	Service Agreements; total cost between \$100,00.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
SERV	Service Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
SERV	Service Agreements; total cost between \$500,000.01-\$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor	Chancellor
SERV	Service Agreements; total cost greater than \$1M	Contract Specialist; Dir Procurement & Payment Svc; CFO	President; General Counsel; Vice Chancellor; Chancellor	Board of Regents
SPEX	Sponsorship Agreements (non-athletic related); total cost between \$0-\$100,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Assistant Dir Procurement & Payment Svc
SPEX	Sponsorship Agreements (non-athletic related); total cost between \$100,00.01-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	Dir Procurement & Payment Svc; AVP Financial Svc
SPEX	Sponsorship Agreements (non-athletic related); total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file	CFO; President
SAE	Study Abroad Agreements; total cost between \$0-\$150,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file; P-VPAA	Dir Procurement & Payment Svc; AVP Financial Svc
SAE	Study Abroad Agreements; total cost between \$150,000.01-\$500,000	Contract Specialist	CTCD, CTCM certificate holders with delegation on file; P-VPAA	CFO; President
<b>GRANTS</b>				
Contract Type	General Guidelines	Prepare or Review	Approve	Final purchase approval/Signature Authority
Grants	Private, government, and foundation grants in which donor or agency stipulates the purpose for which the funds are to be expensed; total cost not to exceed \$500,000	Research	P-VPAA	P-VPAA

PLANNING & CONSTRUCTION				
Contract Type	General Guidelines	Prepare or Review	Approve	Final purchase approval/Signature Authority
EXP	Contracts involving planning, design, renovation, or construction of buildings and other physical facilities; total cost between \$0-\$100,000	AVP Plan & Construction	AVP Plan & Construction	AVP Plan & Construction
EXP	Contracts involving planning, design, renovation, or construction of buildings and other physical facilities; total cost between \$100,000.01-\$500-000	AVP Plan & Construction	COO; CFO	COO and CFO
IDIQ	Indefinite Quantity Agreements for Planning & Construction; to include but not limited to job order construction contracts (JOC); architectural, consulting, engineering, total cost not to exceed \$1M	AVP Plan & Construction	AVP Plan & Construction; COO; CFO; President	COO and CFO; President
IDIQ	Indefinite Quantity Agreements for Planning & Construction; to include but not limited to job order construction contracts (JOC); architectural, consulting, engineering,; total cost between \$1M-\$2M	AVP Plan & Construction; COO; CFO	President	Chancellor
EXP	Construction projects in excess of \$4M shall require specific Board approval at each of the following stages: 1) Provision for the project on the Master Plan; 2) Inclusion of the project on the CIP; 3) At the completion of the Design Development phase (prior to submission of the project to the Texas Higher Education Coordinating	COO; CFO	President	Board of Regents, as appropriate

	Board, when required under Coordinating Board Rules), and prior to starting construction of the project			
EXP	Public Art as it relates to new construction projects	AVP Plan & Construction	AVP Plan & Construction	AVP Plan & Construction
EXP	New Major Construction; for purposes herein shall mean any new building or addition to an existing building with a total project cost of \$1 million or more; the term does not include projects that consist solely of improvements to campus infrastructure, such as athletic fields, parking areas, chill or utility plants, etc.	COO; CFO	President	Board of Regents, as appropriate
	Board delegates to the Chancellor authority to enter into contracts for the design and construction of capital projects with a total project cost under \$4 million. The Chancellor may further delegate his authority.	COO; CFO	President	Chancellor
	The Chancellor shall be delegated the responsibility and authority to approve and sign contracts for the design and construction of any capital project with a total project cost of \$1 million or more, provided that the project is included in the CIP approved by the Board.	COO; CFO	President	Chancellor
	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	AVP Plan & Construction	COO; CFO	COO and CFO

	total project cost of less than \$1 million.			
	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 presented to and approved by the Board.	AVP Plan & Construction	COO; CFO	COO and CFO

C. TRAVEL EXPENSE contracts (FINANCIAL OPERATIONS): All persons or positions listed on the following chart have been granted delegated authority to sign travel related documents for their direct reports. This delegation list does not circumvent the requirement for documents to route through all the proper channels prior to being executed, such as Chrome River.

PROCUREMENT & PAYMENT SERVICES – TRAVEL RELATED DELEGATIONS		
NOTE: President, CFO, or P-VPAA MUST approve all international travel		
DELEGATEES	DELEGATION OF AUTHORITY	
	(1) TRAVEL	(2) EXPENSE REIMBURSEMENT
Extent of Delegation	Direct Reports All Domestic Travel	Direct Reports Expense Reimburse (Not Including Self)
Title of Position		
Name of Incumbent		
Name of Delegate, Title		
President		
Dr. Jaime Taylor		
Amy Troha, Director of Operations	X	X
Vice President for Diversity, Inclusion & Community Relations		
Dr. Norman Bellard (interim)	X	X
n/a		
Provost & Vice President for Academic Affairs		
TBD	X	X
n/a		
Dean of Arts & Sciences		
Dr. Lynn Maurer	X	X
Associate Dean, College of Arts & Sciences		
Dr. Tim Roden – Programs	X	X
Dr. Sunny Lei – Research and Retention	X	X
n/a		
Dean of Business		
Dr. Dan French	X	X

Associate Dean, College of Business Dr. Toni Mulvany	X	X
n/a		
Dean of Education & Human Development Dr. Robert Spina	X	X
Associate Dean of Education & Human Develop. Dr. Rebecca K. Weinbaum	X	X
n/a		
Dean of Engineering Dr. Brian Craig	X	X
n/a		
Dean of Fine Arts & Communication TBD	X	X
n/a		
Associate Dean of Graduate Studies Dr. Brett Welch	X	X
n/a		
Dean of Reaud Honors College & Director of Texas Academy of Leadership in the Humanities Dr. Tilisa Thibodeaux	X	X
n/a		
Associate Provost for Academic Affairs Dr. Daniel Brown	X	X
Associate Provost for Academic Affairs and Digital Learning Dr. Poonam Kumar	X	X
n/a		
Assoc VP for Enrollment Marketing & Creative Services Dr. Katrina Brent	X	X
n/a		
Executive Director, Retention & Student Success Victor Davila	X	X
n/a		
Executive Director, Admissions/Recruitment, Scholarships Deidra Mayer	X	X
n/a		
Director of Gulf Coast Hazardous Substance Research Center TBD	X	X
n/a		
Director of Small Business Development Center Dave Mulcahy	X	X
n/a		
Registrar David Short	X	X
n/a		
Associate Provost for Research & Sponsored Programs Dr. Jerry Lin	X	X
n/a		
Vice President for University Advancement Juan Zabala	X	X



n/a		
Chief Financial Officer (CFO) Jamie Larson (interim)	X	X
n/a		
Chief Operations Officer (COO) Bert Wagner (interim)	X	X
n/a		
Associate Vice President for Facilities Management David Martin	X	X
n/a		
Associate Vice President for Planning & Construction Katherine Miller	X	X
n/a		
Assistant Vice President for Human Resources Tony Sanchez	X	X
n/a		
Associate Vice President for Financial Services Jamie Larson	X	X
n/a		
Chief Information Officer (CIO) Patrick Stewart	X	X
n/a		
Director of Institutional Research Theresa Hefner-Babb	X	X
n/a		
Vice President for Student Engagement Dr. Vicki McNeil	X	X
n/a		
Athletics Director Helene Thill (interim)	X	X
Helene Thill, Associate Athletics Director	X	X

**V. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Financial Officer

Responsible Party: Chief Operations Officer

Review Schedule: As changes are needed.

**VI. APPROVAL**

Jamie Larson Chief Financial Officer	05/24/2022 Date
Robert H. Wagner Chief Operations Officer	05/24/2022 Date
Dr. Jaime R. Taylor President	05/25/2022 Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	07/26/2021	Version created.
	08/09/2021	Version approved by President.
2	05/24/2022	Revised to reflect current LU organizational structure.
	05/25/2022	Revised version approved by President.