

## Delegations of Authority for The University of Texas at Arlington\*

<u>Board of Regents' Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
<b>GIFTS:</b> Delegation of authority to accept current purpose gifts, other than securities, to UTA.	<i>Rule 60101, Section 5; Article 2, Section 6. UT System Gift Acceptance Procedures</i>	Vistasp M. Karbhari, President	Michael Kingan, Vice President for Development	February 16, 2015
<b>IRS FORMS:</b> Delegation of authority to execute necessary IRS forms, including without limitation IRS Forms 8283 and 8282, relating to gifts.	<i>Rule 60101, Sections 2 and 6</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs & Controller	June 1, 2013
<b>IRS FORMS:</b> Delegation of authority to execute necessary IRS forms, including without limitation IRS Forms 8283 and 8282, relating to gifts.	<i>Rule 60101, Sections 2 and 6</i>	Vistasp M. Karbhari, President	Michael Kingan, Vice President for Development	February 16, 2015
<b>BANKING:</b> Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166 and UTS167</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
<b>BANKING:</b> Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166 and UTS167</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>CONSTRUCTION PROJECTS AND REPAIR AND REHABILITATION PROJECTS:</b> Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulated sum proposals; and other documents; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, for all new minor construction projects and minor repair and rehabilitation projects with an anticipated value under \$4,000,000.	<i>Rule 80403</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013

*\*Please be aware that this chart provides only a brief summary of each delegation memorandum. You will need to review the specific delegation memorandum that is of interest to you for detailed scope and restrictions related to such delegation. As of 10-25-16, with the exception of certain Special Procedure Contracts, the Board approval threshold for UT Arlington is \$1 million, and the OGC threshold is \$500,000 (see Rule 10501 and UTS145). Delegation chart current as of 3/20/2017.*

<b><u>Board of Regents'</u> <u>Rules and Regulations</u></b>		<b><u>From</u></b>	<b><u>Delegate</u></b>	<b><u>Date</u></b>
<b>CONSTRUCTION PROJECTS AND REPAIR AND REHABILITATION PROJECTS:</b> Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulated sum proposals; and other documents; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, for all new minor construction projects and minor repair and rehabilitation projects with an anticipated value under \$4,000,000.	<i>Rule 80403</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
<b>SPACE LEASE:</b> Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>SPACE LEASE:</b> Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
<b>PURCHASE ORDERS:</b> Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Stephanie Scott, Associate Vice President for Accounting Services	October 31, 2014
<b>PURCHASE ORDERS:</b> Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>PURCHASE ORDERS:</b> Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
<b>PURCHASE ORDERS:</b> Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Julia Cornwell, Director of Procurement Services	June 1, 2013

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<b><u>Board of Regents' Rules and Regulations</u></b>		<b><u>From</u></b>	<b><u>Delegate</u></b>	<b><u>Date</u></b>
<b>PURCHASE ORDERS:</b> Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Peter Zhang, Access & Discovery	June 1, 2013
<b>SMALL PURCHASE PROGRAM:</b> Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$5,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$5,000</b></u> Stephanie Scott, Associate Vice President for Accounting Services	October 31, 2014
<b>SMALL PURCHASE PROGRAM:</b> Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$5,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$5,000</b></u> Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>SMALL PURCHASE PROGRAM:</b> Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$5,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$5,000</b></u> Julia Cornwell, Director of Procurement Services	June 1, 2013
<b>LIBRARY PURCHASE ORDERS:</b> Delegation of authority to execute and deliver purchase orders of routine books, serials and other related library materials.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Ashley Zmau, Librarian	October 31, 2014
<b>CONTRACTS:</b> Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>CONTRACTS:</b> Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
<b>CONTRACTS:</b> Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Julia Cornwell, Director of Procurement Services	June 1, 2013

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<b><u>Board of Regents'</u> <u>Rules and Regulations</u></b>		<b><u>From</u></b>	<b><u>Delegate</u></b>	<b><u>Date</u></b>
<b>CONTRACTS – DIVISION OF STUDENT AFFAIRS:</b> Delegation of authority to execute and deliver contracts or agreements of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, within the Division of Student Affairs up to \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$25,000</b></u> Tim Quinnan, Vice President for Student Affairs	March 19, 2015
<b>CONTRACTS – DEPARTMENT OF GLOBAL EDUCATION OUTREACH:</b> Delegation of authority to execute and deliver revenue contracts or agreements of any kind or nature, within the Department of Global Education Outreach up to \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$25,000</b></u> Teresea Madden	November 3, 2015
<b>INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS:</b> Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. Institutions for resources or services.	<i>Rule 10501, Section 2.7</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS:</b> Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. Institutions for resources or services.	<i>Rule 10501, Section 2.7</i>	Vistasp M. Karbhari, President	Julia Cornwell, Director, Procurement Services	June 1, 2013
<b>INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS:</b> Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. Institutions for resources or services.	<i>Rule 10501, Section 2.7</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013

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<b><u>Board of Regents’ Rules and Regulations</u></b>		<b><u>From</u></b>	<b><u>Delegate</u></b>	<b><u>Date</u></b>
<b>STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH (IN ABSENCE):</b> Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research in the event the Vice President for Research Administration is unavailable.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Jeremy Forsberg, Assistant Vice President for Research Administration	May 27, 2016
<b>STATE AND FEDERAL GRANT PROPOSALS FOR SPONSORED RESEARCH:</b> Delegation of authority to execute and deliver Grant Proposals for sponsored research.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Sarah Panepinto, Director Grant and Contract Services	June 20, 2016
<b>SPONSORED RESEARCH:</b> Delegation of authority to execute and deliver state, federal and private contracts or proposals for sponsored research.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Duane Dimos, Vice President for Research	March 30, 2015
<b>SPONSORED RESEARCH:</b> Delegation of authority to execute and deliver state, federal and private contracts or proposals for sponsored research.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
<b>INTELLECTUAL PROPERTY:</b> Delegation of authority to execute and deliver agreements granting an interest in intellectual property.	<i>Rule 10501; Rule 90105, Sections 1 &amp; 3</i>	Vistasp M. Karbhari, President	Mickey McCabe, Executive Director, UTARI	October 31, 2014
<b>INTELLECTUAL PROPERTY:</b> Delegation of authority to execute and deliver agreements granting an interest in intellectual property.	<i>Rule 10501; Rule 90105, Sections 1 &amp; 3</i>	Vistasp M. Karbhari, President	Duane Dimos, Vice President for Research	March 30, 2015
<b>NON-DISCLOSURE AGREEMENTS:</b> Delegation of authority to execute and deliver non-disclosure agreements	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Teresa Schultz, Director of Technology Management	May 27, 2016
<b>DISTANCE EDUCATION FEES:</b> Delegation of authority to approve distance education fees.	<i>Rule 40101, Section 3</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	October 31, 2014
<b>JOINT SPONSORSHIPS:</b> Delegation of authority for approval of joint sponsorships for use of UTA facilities.	<i>Rule 80105</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	October 31, 2014

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<b>JOINT SPONSORSHIPS:</b> Delegation of authority for approval of joint sponsorships for use of UTA facilities.	<i>Rule 80105</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
<b>INTERNATIONAL TRAVEL:</b> Delegation of authority to execute and forward for processing requests for Travel Authorization for International Travel.	<i>Rule 20801</i>	Vistasp M. Karbhari, President	Jean Hood, Vice President for Human Resources	October 31, 2014
<b>CONTRACTS – INTERCOLLEGIATE ATHLETIC TRAVEL:</b> Delegation of authority to execute and deliver contracts or agreements for Intercollegiate Athletic travel not to exceed \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$25,000</b></u> Jim Baker, Director of Intercollegiate Athletics	March 19, 2015
<b>CONTRACTS – (INTERCOLLEGIATE) ATHLETIC GAMES:</b> Delegation of authority to execute and deliver contracts or agreements for Intercollegiate Athletics games not to exceed \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u><b>Up to \$25,000</b></u> Jim Baker, Director of Intercollegiate Athletics	March 19, 2015
<b>MAVERICK STADIUM, TEXAS HALL AND OTHER FACILITIES:</b> Delegation of authority to execute and deliver contracts of any kind or nature in connection with Maverick Stadium, Texas Hall, and E. H. Hereford University Center.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	October 31, 2014
<b>MAVERICK STADIUM, TEXAS HALL AND OTHER FACILITIES:</b> Delegation of authority to execute and deliver contracts of any kind or nature in connection with Maverick Stadium, Texas Hall, and E. H. Hereford University Center.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	October 31, 2014
<b>MAVERICK STADIUM, TEXAS HALL AND OTHER FACILITIES:</b> Delegation of authority to execute and deliver contracts of any kind or nature in connection with Maverick Stadium, Texas Hall, and E. H. Hereford University Center and Housing.	<i>Series 10501, Section 5</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013

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<b>DEPARTMENT OF LABOR AND DEPARTMENT OF HOMELAND SECURITY OFFICE OF U.S. CITIZEN AND IMMIGRATION SERVICE FORMS:</b> Delegation of authority to execute certain United States Department of Labor and Department of Homeland Security Office of U.S. Citizen and Immigration Service forms, including without limitation H-1B petitions and form 1-129.	<i>8 CFR 214.2(h); 20 CFR 655.730(a)</i>	Vistasp M. Karbhari, President	Jean Hood, Vice President for Human Resources	October 31, 2014
<b>DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS AT ARLINGTON</b>				
<b>HOLIDAY SCHEDULE:</b> Delegation of authority to approve annually the holiday schedule for the respective institutions.	<i>Rule 30201, Section 1</i>	Scott C. Kelley, Executive Vice Chancellor for Business Affairs	Presidents, The University of Texas	September 1, 2010
<b>EXTERNAL USE AGREEMENTS – UT ARLINGTON:</b> Delegation of authority to execute and deliver External Use Agreements for University of Texas at Arlington, Nanotechnology Research and Teaching Facilities – NanoFab, on the standard form currently approved by the Office of General Counsel, or such subsequent form that may be approved by the Office of General Counsel of U.T. System.	<i>Rule 70301, Part 2, Section 4</i>	Kirk Tames, Executive Director of Real Estate	Vice President for Business Affairs and Controller, U.T. Arlington	September 25, 2014
<b>CAMPUS OFFICE LEASES – UT ARLINGTON:</b> Delegation of authority to execute and deliver campus office leases.	<i>Rule 70301, Part 2, Section 4 and Rule 10501, Part 2, Section 6</i>	Kirk Tames, Executive Director of Real Estate	Chief Business Officers, U. T. Arlington	November 17, 2014
<b>FACILITY USE AGREEMENT – U.T. ARLINGTON:</b> Delegation of authority to execute and deliver facility use agreements.	<i>Rule 70301, Part 2, Section 4 and Rule 10501, Part 2, Section 6</i>	Kirk Tames, Executive Director of Real Estate	Chief Business Officers, U.T. Arlington	November 17, 2014

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<b>TRADEMARK LICENSE AGREEMENTS:</b> Delegation of authority to execute and deliver trademark license agreements related to Board-owned trademarks, so long as all trademark license agreements include: (1) the grant clause <a href="#">posted online</a> or a grant clause substantially similar to that grant clause, (2) a statement making the license subject to the Trademark License Agreement Terms and Conditions <a href="#">posted online</a> , and (3) a Trademark Schedule showing the exact mark or marks being licensed and indicating how those marks are to appear (including color, capitalization, typesetting, and any other distinguishing features of the included marks). Ensure proper monitoring of each licensee. All trademarks with a value exceeding institutions’ local contracting authority must be reviewed and processed as outlined in UTS125.	<i>Rule 10501; Rule 90101, Sects. 15.1 and 15.3; UTS125</i>	Daniel H. Sharphorn, Vice-Chancellor and General Counsel	Presidents – UT Institutions  Chief Business Officers – UT Institutions and UT System  Vice Provosts for Research and Vice Presidents for Research – UT Institutions  Chief Legal Officers – UT Institutions	March 6, 2017
<b>SETTLEMENT OF DISPUTES (UT INSTITUTIONS EXCEPT M.D. ANDERSON):</b> Delegation of authority to execute and deliver agreements settling certain claims, disputes, or litigation in the amount of \$20,000 or less that impact only your UT institution and no other UT institutions.	<i>Rule 10501</i>	Daniel H. Sharphorn, Vice-Chancellor and General Counsel	Chief Legal Officers – UT Institutions	September 21, 2016

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