

Delegations of Authority for The University of Texas at San Antonio*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
GIFTS: Delegation of authority to accept current purpose gifts, other than securities, to UTSA, provided that each gift is processed in accordance with all applicable laws, rules, policies and the UT Gift Acceptance Procedures.	<i>Rule 60101, Section 5; UT Gift Acceptance Procedures, Section 7</i>	Dr. Taylor Eighmy, President	Vice President for Development and Alumni Relations	December 1, 2019
GIFTS: Delegation of authority to accept current purpose gifts, other than securities, to UTSA, up to \$50,000 in gift value.	<i>Rule 60101, Section 6; UT Gift Acceptance Procedures, Section 7</i>	Dr. Taylor Eighmy, President	Assistant Vice President, Operations and Talent Management	February 1, 2018
GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to UTSA provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	<i>Rule 60101, Section 5; UT System Gift Acceptance Procedures, Section 7</i>	Dr. Taylor Eighmy, President	<u>The University of Texas System Office of External Relations, Communications and Advancement Services</u> Randa S. Safady, Ph.D., Vice Chancellor of External Relations, Communications and Advancement Services Julia K. Lynch, Associate Vice Chancellor for Gift Administration, Compliance and Advancement Services Andria Brannon, Director of Endowment Administration and Advancement Services	December 1, 2019
IRS FORMS RELATING TO GIFTS: Delegation of authority to execute certain IRS forms, including without limitation IRS Forms 8283 and 8282. Authority extends only to necessary IRS forms relating to gifts accepted on behalf of UTSA by the President or President's delegate.	<i>Rule 60101, Section 8 and Section 2; Section 3.6, Gift Acceptance Procedures</i>	Dr. Taylor Eighmy, President	Vice President for Development and Alumni Relations	December 1, 2019

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Board of Regents’ Rules and Regulations		From	Delegate	Date of Delegation
IRS FORMS RELATING TO GIFTS: Delegation of authority to execute necessary IRS forms relating to gifts.	<i>Rule 60101, Section 8</i>	Dr. Taylor Eighmy, President	Assistant Vice President, Operations and Talent Management	February 1, 2018
SPACE LEASES: Delegation of authority to execute and deliver space lease agreements for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501 and 70301; UTS126</i>	Dr. Taylor Eighmy, President	Senior Vice President for Business Affairs	June 1, 2019
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services. Authority extends only to contracts for banking services with banks that have a depository agreement with the Board of Regents of The University of Texas System.	<i>Rule 10501; UTS166 and UTS 167</i>	Dr. Taylor Eighmy, President	Senior Vice President for Business Affairs	June 1, 2019
CONSTRUCTION – MAJOR CONSTRUCTION AND REPAIR AND REHABILITATION PROJECTS: Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: (1) appoint architects and engineers; and approve plans and construction documents; (2) execute and deliver contracts and agreements with construction contractors, architects, engineers, and related professional service providers; and (3) approve the construction contractor’s or construction manager’s estimates, guaranteed maximum price or stipulated sum proposals, and other documents.	<i>Rule 80404; Rule 80301</i>	Dr. Taylor Eighmy, President	Senior Vice President for Business Affairs	June 1, 2019

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CONSTRUCTION – MINOR AND MAJOR CONSTRUCTION PROJECTS (EXTENDED ABSENCE): Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: (1) appoint architects and engineers; and approve plans and construction documents; (2) execute and deliver contracts and agreements with construction contractors, architects, engineers, and related professional service providers; and (3) approve the construction contractor’s or construction manager’s estimates, guaranteed maximum price or stipulated sum proposals, and other documents.	<i>Rule 80404; Rule 80301</i>	Dr. Taylor Eighmy, President	Provost and Senior Vice President for Academic Affairs <i>Delegation applies only in the extended absence of the Senior Vice President for Business Affairs.</i>	July 15, 2019
CONSTRUCTION – CHANGES AND IDIQ WORK ORDERS ON MAJOR CONSTRUCTION PROJECTS: Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: (1) sign and execute changes to fully executed construction agreements up to a value of \$500,000 per change, with an aggregated value not to exceed the Total Project Cost less the Project Contingency funded from within the agreement; (2) sign and execute changes to fully executed architectural and engineering design service agreements on Approved Templates up to a value of \$500,000; (3) sign and execute indefinite quantity (IDIQ) work orders with service providers under an existing executed master IDIQ agreement with the service provider up to a value of \$500,000, provided that the total aggregated dollar threshold of IDIQ work orders are below the total threshold amount (if any) established under the associated master agreement.	<i>Rule 80404; Rule 80301</i>	Dr. Taylor Eighmy, President	<u>Up to \$500,000</u> Robert Dickens, Director of Business Contracts	July 11, 2019

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CONSTRUCTION – CHANGES AND IDIQ WORK ORDERS ON MAJOR CONSTRUCTION PROJECTS: Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: (1) sign and execute changes to fully executed construction agreements up to a value of \$250,000 per change, with an aggregated value not to exceed the Total Project Cost less the Project Contingency funded from within the agreement; (2) sign and execute changes to fully executed architectural and engineering design service agreements on Approved Templates up to a value of \$250,000; (3) sign and execute indefinite quantity (IDIQ) work orders with service providers under an existing executed master IDIQ agreement with the service provider up to a value of \$250,000, provided that the total aggregated dollar threshold of IDIQ work orders are below the total threshold amount (if any) established under the associated master agreement.	<i>Rule 80404;</i> <i>Rule 80301</i>	Dr. Taylor Eighmy, President	<u>Up to \$250,000</u> Richard Wollney, Business Contracts Manager	July 11, 2019

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CONSTRUCTION – CHANGES AND IDIQ WORK ORDERS ON MAJOR CONSTRUCTION PROJECTS: Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: (1) sign and execute changes to fully executed construction agreements up to a value of \$100,000 per change, with an aggregated value not to exceed the Total Project Cost less the Project Contingency funded from within the agreement; (2) sign and execute changes to fully executed architectural and engineering design service agreements on Approved Templates up to a value of \$100,000; (3) sign and execute indefinite quantity (IDIQ) work orders with service providers under an existing executed master IDIQ agreement with the service provider up to a value of \$100,000, provided that the total aggregated dollar threshold of IDIQ work orders are below the total threshold amount (if any) established under the associated master agreement.	<i>Rule 80404; Rule 80301</i>	Dr. Taylor Eighmy, President	<u>Up to \$100,000</u> Can Saygin, Senior Vice Provost for University Planning	July 22, 2019

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CONSTRUCTION – CHANGES AND IDIQ WORK ORDERS ON MAJOR CONSTRUCTION PROJECTS: Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: (1) sign and execute changes to fully executed construction agreements up to a value of \$25,000 per change, with an aggregated value not to exceed the Total Project Cost less the Project Contingency funded from within the agreement; (2) sign and execute changes to fully executed architectural and engineering design service agreements on Approved Templates up to a value of \$25,000; (3) sign and execute indefinite quantity (IDIQ) work orders with service providers under an existing executed master IDIQ agreement with the service provider up to a value of \$25,000, provided that the total aggregated dollar threshold of IDIQ work orders are below the total threshold amount (if any) established under the associated master agreement.	<i>Rule 80404; Rule 80301</i>	Dr. Taylor Eighmy, President	<u>Up to \$25,000</u> Jonathan Jarrell, Senior Project Manager	July 22, 2019
CONSTRUCTION – CHANGES AND IDIQ WORK ORDERS ON MAJOR CONSTRUCTION PROJECTS: Delegation of authority to take the following contractual actions related to construction of “Major Projects” as defined by Regents’ Rule 80301: Sign and execute changes to fully executed construction agreements on Approved Templates up to a value of \$10,000 per change, funded from within the executed agreement. “Approved Templates” means those contract templates approved by UT System Office of Facilities Construction and Planning or UTSA’s Business Contracts Office.	<i>Rule 80404; Rule 80301</i>	Dr. Taylor Eighmy, President	<u>Up to \$10,000 per change</u> Construction Inspectors Reporting Under Division of University Planning	July 22, 2019

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CONSTRUCTION – NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION PROJECTS WHICH ARE NEITHER DEBT FINANCED OR DETERMINED BY THE BOARD OF REGENTS TO BE ARCHITECTURALLY SIGNIFICANT: 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.	<i>Rule 80403 and 10501</i>	Dr. Taylor Eighmy, President	Senior Vice President for Business Affairs	June 1, 2019
CONSTRUCTION – NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION PROJECTS WHICH ARE NEITHER DEBT FINANCED OR DETERMINED BY THE BOARD OF REGENTS TO BE ARCHITECTURALLY SIGNIFICANT: Delegation of authority to (1) execute and deliver construction related contracts, agreements, and related contractual documents up to \$500,000 in value; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, up to \$250,000 in value, for all new minor construction projects and minor repair and rehabilitation projects.	<i>Rule 80403 and 10501</i>	Dr. Taylor Eighmy, President	<u><i>Up to \$500,000 for Construction-Related Contracts</i></u> <u><i>Up to \$250,000 for Architect/Engineers and Professional Service Agreements</i></u> Director of Business Contracts	July 22, 2019

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CONSTRUCTION – NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION PROJECTS: Delegation of authority to (1) execute and deliver construction related contracts, agreements, and related contractual documents up to \$250,000 in value; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, up to \$250,000 in value, for all new minor construction projects and minor repair and rehabilitation projects.	<i>Rule 80403 and 10501</i>	Dr. Taylor Eighmy, President	<u>Up to \$250,000 for Construction-Related Contracts</u> <u>Up to \$250,000 for Architect/Engineers and Professional Service Agreements</u> Richard Wollney, Associate Director of Business Contracts	July 22, 2019
PURCHASE ORDERS: Delegation of authority to approve and deliver purchase orders for the routine purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	Director of Purchasing	July 1, 2018
PURCHASE ORDERS: Delegation of authority to approve and deliver purchase orders for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	Associate Director of Purchasing	October 1, 2018
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders up to an amount set by the primary procurement officer, but not to exceed \$150,000, for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Up to \$150,000</u> Senior Procurement Specialists reporting within the Purchasing Office	June 1, 2016
PURCHASE ORDERS: Delegation of authority to approve and deliver purchase orders up to an amount set by the primary procurement officer, but not to exceed \$100,000, for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Not to exceed \$100,000</u> Purchasing Office Buyers (Reports to the primary procurement officer)	October 15, 2012
CONTRACTS: 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>	Dr. Taylor Eighmy, President	Senior Vice President for Business Affairs	June 1, 2019

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CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature up to \$500,000 in value, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Up to \$500,000</u> Director of Business Contracts	July 22, 2019
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature up to \$250,000 in value, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Up to \$250,000</u> Richard Wollney, Associate Director of Business Contracts	July 22, 2019
EDUCATIONAL EXPERIENCE AGREEMENTS – AFFILIATION AGREEMENTS; PROGRAM AGREEMENTS; AGREEMENTS OF COOPERATION, INCLUDING THOSE WITH FOREIGN ENTITIES: Delegation of authority to execute and deliver affiliation agreements, program agreements, and agreements of cooperation, including those with foreign entities.	<i>Rule 10501; UTS108</i>	Dr. Taylor Eighmy, President	Provost and Vice President for Academic Affairs	January 14, 2016
EDUCATIONAL EXPERIENCE AGREEMENTS – AFFILIATION AGREEMENTS, PROGRAM AGREEMENTS, AND AGREEMENTS OF COOPERATION WITH FOREIGN ENTITIES: Delegation of authority to execute and deliver: 1) academic affiliation agreements with foreign entities; 2) program agreements with foreign entities; and 3) agreements of cooperation with foreign entities.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	Senior International Officer	November 9, 2012
CONTRACTS FOR CERTAIN LIBRARY MATERIALS: Delegation of authority to execute and deliver contracts for the purchase or license of library books, library subscriptions, and other related library material.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	Dean of Libraries	November 9, 2012

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
STANDARD ENTERTAINER AGREEMENTS: Delegation of authority to execute and deliver entertainer agreements on the standard form approved by the Business Contracts Office without substantive change to terms and conditions, up to \$10,000.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Up to \$10,000</u> Barry McKinney, Associate Dean of Students and Director of Student Activities	October 1, 2017
STANDARD ENTERTAINER AGREEMENTS: Delegation of authority to execute and deliver entertainer agreements on the standard form approved by the Business Contracts Office without substantive change to terms and conditions, up to \$10,000.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Up to \$10,000</u> Herb Ganey, Director of the University Center	October 1, 2017
HOTEL AGREEMENTS – INTERCOLLEGIATE AWAY GAMES: Delegation of authority to execute and deliver hotel agreements required for intercollegiate athletic team programs to play away games in an amount less than \$15,000 executed in a manner consistent with training provided by the Business Contracts Office.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Less than \$15,000</u> Michael Bazemore, Executive Senior Associate Director of Athletics	August 1, 2019
STANDARD ATHLETIC HOME GAME AGREEMENTS: Delegation of authority to execute and deliver athletic game agreements for home game contests that are on standard form approved by the Business Contracts Office without substantive change to terms and conditions, in an amount under \$15,000 in value.	<i>Rule 10501</i>	Dr. Taylor Eighmy, President	<u>Under \$15,000 in value</u> Lisa Campos, Vice President of Intercollegiate Athletics and Athletic Director	April 1, 2019
APPROVE USE OF FACILITIES FOR JOINT SPONSORSHIPS: Delegation of authority to approve the use of University facilities by outside groups.	<i>Rule 80105</i>	Dr. Taylor Eighmy, President	Senior Vice Provost and Dean of Students	June 1, 2019
NEPOTISM DISCLOSURE STATEMENTS: Delegation of authority to review and provide written acknowledgement of Nepotism Disclosure Statements for Purchasing Personnel.	<i>Section 2262.004, Texas Govt. Code; UT System OGC Bulletin 2012-3</i>	Dr. Taylor Eighmy, President	Provost and Vice President for Academic Affairs	May 1, 2016

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DIR ACCESSIBILITY RULES EXCEPTIONS: Delegation of authority to 1) make the final decision regarding whether the significant difficulty or expense exception to the DIR Accessibility Rules applies to an EIR procured by or developed by the University, and 2) approve the written documentation supporting the exception.	<i>UTS150; Texas Admin. Code 213.37(4); UT System OGC Bulletins 2006-1 and 2009-1</i>	Dr. Taylor Eighmy, President	Vice President for Information Management and Technology	March 27, 2019
FOREIGN TRAVEL: Delegation of authority to approve foreign travel to be funded by institutional accounts.	<i>Section 660.024 Texas Govt. Code</i>	Dr. Taylor Eighmy, President	Provost and Vice President for Academic Affairs	November 9, 2012
FOREIGN TRAVEL: Delegation of authority to approve foreign travel to be funded by institutional accounts.	<i>Section 660.024 Texas Govt. Code</i>	Dr. Taylor Eighmy, President	Senior International Officer	November 9, 2012
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO				
HOLIDAY SCHEDULE: 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
LANDLORD'S OR LICENSOR'S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT NOT INVOLVING THE ADDITION OF EQUIPMENT: Delegation of authority to execute and deliver Landlord's or Licensor's Consent to Modification of Existing Telecommunications Equipment. Delegate shall use template letter without material change in conformity with the instructions.	<i>Rule 70301, Part 2, Sections 4 and 10; Rule 10501</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officer, U. T. San Antonio	January 16, 2019

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CAMPUS LEASES – UT SAN ANTONIO: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)	<i>Rule 70301; Rule 10501; UTS126; Article III, Section 51 Texas Constitution</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officer, U. T. San Antonio	January 18, 2018
TRADEMARK LICENSE AGREEMENTS: 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 posted online 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 posted online , 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. Sharporn, 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
SETTLEMENT OF DISPUTES (UT INSTITUTIONS EXCEPT M.D. ANDERSON): 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. Sharporn, Vice-Chancellor and General Counsel	Chief Legal Officers – UT Institutions	September 21, 2016
INVOICES AND PAYMENTS FOR OUTSIDE COUNSEL SERVICES: Delegation of authority to submit to the Texas Attorney General the outside counsel invoices required by SB 1370 (86R-2019).	<i>SB1370 (86R); Rule 10501, Sects. 2.1 and 2.8</i>	Daniel H. Sharporn, Vice-Chancellor and General Counsel	Chief Legal Officers – UT Institutions	July 30, 2019 (eff. September 1, 2019)

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