**Authority to execute and deliver space lease agreements for the purpose of leasing space for use by the institution for institutional purposes (Rule 10501):**

**[Note:** Template includes optional language for revoking a prior delegation of authority memorandum. Use this optional language if the delegation memorandum being drafted supersedes one or more existing delegation of authority memorandums.**]**

**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority Relating to Space Lease Agreements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I appoint you as my delegate to execute and deliver space lease agreements for the purpose of leasing space on behalf of the Board of Regents for use by the institution for institutional purposes pursuant to authority granted in Rule 70301, Section 6, and Rule 10501, Section 1.3, of the Regents' Rules and Regulations.

Authority to sign space lease agreements is conditioned on the space lease complying with Section 6 of Regents’ Rule 70301.

Per Section 10 of Regents’ Rule 70301, please forward a copy of all completed space lease agreements to the UT System Real Estate Office at [realestatenotices@utsystem.edu](mailto:realestatenotices@utsystem.edu).

To comply with Rule 10501 of the Regents' Rules, certain space lease agreements that (1) are of such significance as to require the prior approval of the Board of Regents, or (2) have a value of more than **[Insert your Institution’s dollar threshold for Board approval. See** [**Board Contract Approval Threshold Table, linked in Part 5 of Rule 10501**](http://www.utsystem.edu/sites/utsfiles/offices/board-of-regents/rules-regulations/10501.pdf)**.]**, must be approved by the Board of Regents prior to execution or contain an appropriate limitation like the following statement:

This contract is not effective until approved by the Board of Regents of The University of Texas System.

Under Rule 10501, Section 2.1 of the Regents’ Rules,

all authority to execute and deliver space lease agreements is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, an Executive Vice Chancellor, or the Vice Chancellor and General Counsel. Please ensure that you comply with the Regents' Rules, laws, special instructions and guidelines relevant to this delegation of authority.

Pursuant to Rule 10501, Section 1.4 of the Regents’ Rules, you must maintain necessary and proper records related to all agreements executed and delivered pursuant to this delegated authority. *Please ensure that a copy of each agreement signed under authority of this delegation is retained in an appropriate location.*

In addition, you must maintain sufficient accounting systems and procedures to assure that agreements (including amendments and renewals) are presented to the Board for approval if required by the Regents’ Rules.

*You are not authorized to further delegate the authority granted to you pursuant to this memorandum.*

***[Optional Language:*** This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**

cc: Marc Vockell

Marcella Trant