

# *University of Texas at San Antonio Delegations of Authority\**

<b><i>Academics</i></b>
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Board of Regents' Rules and Regulations	From	Delegate
<p><b>Delegation to approve requests for use of textbooks, notebooks, manuals, or other materials for the use of students, written or prepared by a member of the faculty</b></p>	<p><i>(Part One, Chapter III, Section 25)</i></p> <p><i>(Part Two, Chapter XI, Section 1)</i></p> <p><i>(UTSA Handbook of Operating Procedures, Section 2.15)</i></p>	<p>President</p> <p>President</p> <p>President</p>
		<p>Provost and Vice President for Academic Affairs</p> <p>Executive Vice Provost</p> <p>Vice Provost for Faculty Affairs</p>

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Board of Regents' Rules and Regulations	<b>Contracts</b>	Delegate
<b>Delegation of authority to execute and deliver all contracts and agreements up to \$1,000,000 except contracts and agreements relating to personnel, faculty, athletics or athletic events, real properties, plant improvements, acceptance or administration of gifts or bequests, contracts and grants for sponsored research, contracts for legal services, and agreements to settle claims, disputes, or litigation</b>	<i>(Part Two, Chapter XI, Section 1.2)</i>	President Vice President for Business Affairs President Associate Vice President for Financial Affairs President Associate Vice President for Business Affairs
<b>Delegation of authority to deliver contracts or agreements for consulting services not exceeding \$250,000</b>	<i>(Part One, Chapter I, Subsection 9.23)</i>	President Vice President for Business Affairs President Associate Vice President for Financial Affairs President Associate Vice President for Business Affairs

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**Chart A** 21 January 2005

Board of Regents' Rules and Regulations		From	Delegate
<b>Delegation of authority to execute and deliver contracts and agreements up to \$1,000,000 regarding athletic employment or athletic events</b>	<i>(Part One, Chapter I, Subsection 9.2)</i>	President President President	Vice President for Business Affairs Associate Vice President for Financial Affairs Associate Vice President for Business Affairs
<b>Delegation of authority to approve "Southland Conference Contest Confirmation Letters"</b>	<i>(Part One, Chapter I, Subsection 9.2)</i>	President	Director of Intercollegiate Athletics
<b>Delegation of authority to deliver contracts or agreements between or among components for resources or services</b>	<i>(Part Two, Chapter XI, Subsection 2.4)</i>	President President President	Vice President for Business Affairs Associate Vice President for Financial Affairs Associate Vice President for Business Affairs

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**Chart A** 21 January 2005

## Facilities

Board of Regents' Rules and Regulations	From	Delegate
<p><b>Delegation of authority relating to new construction of \$1,000,000 or less and repair &amp; rehabilitation projects of \$2,000,000 or less.</b></p> <p><i>Contracts for greater than \$1,000,000 generally must be approved by the UT System and Board of Regents via the docket.</i></p>	<p><i>(Part Two, Chapter VIII, Subsections 3.1 and 4.1)</i></p> <p>President</p> <p>President</p> <p>President</p> <p><i>UT System Business Procedures Memorandum 48</i></p>	<p>Vice President for Business Affairs</p> <p>Associate Vice President for Financial Affairs</p> <p>Associate Vice President for Business Affairs</p>
<p><b>Delegation of authority to sign environmental certifications and TNRCC Agent Authorization Forms</b></p>	<p><i>(Part One, Chapter II, Section 16.316)</i></p> <p><i>(Part Two, Chapter IX, Section 6.2)</i></p> <p>President</p> <p>President</p>	<p>Vice President for Business Affairs</p> <p>Associate Vice President for Business Affairs</p>
<p><b>Delegation of authority relating to space lease agreements consistent with University &amp; State policies and procedures</b></p>	<p><i>(Part Two, Chapter IX, Subsection 6.5)</i></p> <p><i>(UT System Business Procedures Memorandum 05-10-97)</i></p> <p>President</p> <p>President</p> <p>President</p>	<p>Vice President for Business Affairs</p> <p>Associate Vice President for Financial Affairs</p> <p>Associate Vice President for Business Affairs</p>

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Board of Regents' Rules and Regulations		From	Delegate
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>Gifts</b></div>			
<b>Delegation of authority to accept certain gifts in the amount of \$500,000 or less</b>  <i>Gifts exceeding \$500,000 must be submitted to the Board of Regents for approval via the docket</i>	<i>(Part Two, Chapter VII, Subsection 1.3)</i>	President  President  President	Vice President for Advancement  Vice President for Administration  Executive Director of Development
<b>Delegation of authority to accept certain gifts of marketable securities in the amount of \$500,000 or less</b>	<i>(Part Two, Chapter VII, Subsection 1.3)</i>	President	Each Trust Officer and Assistant Trust Officer, The University of Texas System, Office of Estates and Trusts
<b>Delegation of authority to execute necessary IRS forms relating to gifts</b>	<i>(Part Two, Chapter I, Subsection 1.6)</i>	President  President  President  President	Vice President for Advancement  Vice President for Administration  Executive Director of Development  Assistant Director of Development Services

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**Chart A** 21 January 2005

Board of Regents' Rules and Regulations		From	Delegate
		<b>Human Resources</b>	
Delegation of authority to execute and deliver Authorization for Service Agreements (ASA's) for employees	<i>(UTSA Handbook of Operating Procedures, Section 4.7)</i>	President	Vice President for Business Affairs
		President	Associate Vice President for Financial Affairs
		President	Associate Vice President for Business Affairs
Delegation of authority to execute and deliver Authorization for Service Agreements (ASA's) for non-employees in their respective areas of responsibility unless restricted by State of Texas consulting regulations	<i>(UTSA Handbook of Operating Procedures, Section 4.7)</i>	President	Provost and Vice President for Academic Affairs
		President	Executive Vice Provost
		President	Vice Provost for Faculty Affairs
		President	Vice President for Administration
		President	Vice President for Business Affairs
		President	Vice President for Extended Services
		President	Vice President for Student Affairs
		President	Director of Auditing & Consulting Services

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**Chart A** 21 January 2005

Board of Regents' Rules and Regulations		From	Delegate
		<b>Privacy</b>	
<b>Delegation of authority regarding open records</b>	<i>(UT System Business Procedures Memorandum 32-12-01)</i>	President	<b><u>Vice President for Business Affairs</u></b>
		President	<i>Associate Vice President for Financial Affairs</i>
		President	<i>Associate Vice President for Business Affairs</i>
<b>Subpoenas for student records</b>		President	<b><u>Vice President for Student Affairs</u></b>
		President	<i>Director, Registrar and Records</i>
<b>Access to medical records</b>		President	<b><u>Vice President for Student Affairs</u></b>
		President	<i>Director, Registrar and Records</i>
<b>Access to personnel records</b>		President	<b><u>Vice President for Administration and Advancement</u></b>
		President	<i>Associate Vice President for Human Resources</i>

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**Chart A** 21 January 2005

Board of Regents' Rules and Regulations	From	Delegate
<b>Procurements</b>		
<b>Delegation of authority to execute and deliver purchase orders of an amount set by the Director of Materials Management but not to exceed \$100,000 for routine purchases of equipment, goods, and services</b>	<i>(Part Two, Chapter XI, Section 1)</i>	President  Central Purchasing Office Buyers
<b>Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services of \$500,000 or less</b>	<i>(Part Two, Chapter XI, Section 1 and Section 2.1)</i>	President  Director of Materials Management <i>(Includes authority to implement and manage a small purchase program for purchases less than \$5,000)</i>
<b>Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services of less than \$1,000,000</b>	<i>(Part Two, Chapter XI, Section 1)</i>	President  President  President  Vice President for Business Affairs  Associate Vice President for Business Affairs  Associate Vice President for Financial Affairs

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Board of Regents' Rules and Regulations		From	Delegate
Delegation of authority to execute and deliver purchase orders of books, periodicals, and other related library materials of less than \$500,000	<i>(Part Two, Chapter XI, Section 1)</i>	President	Executive Director of Libraries
Delegation of authority to execute and deliver contracts of less than \$500,000 for sponsored programs that do not include a license for or conveyance of intellectual property owned or controlled by the Board of Regents, and do not involve a corporation or entity operated under the laws of a foreign state	<i>(Part Two, Chapter XIII, Section 1)</i>  <i>(UT System Business Procedures Memorandum 45-04-98)</i>	President President President	Vice President for Business Affairs Associate Vice President for Business Affairs Director of Grants & Contracts <i>(Contract Limit: \$50,000)</i>
Delegation of authority to execute and deliver proposals for sponsored programs that do not include cost sharing, matching, indirect cost waivers, and space requirements.	<i>(Part Two, Chapter XIII, Section 1)</i>	President President President	Provost and Vice President for Academic Affairs Executive Vice Provost Vice Provost for Research & International Initiatives

Deleted: purchase orders for routine purchases of equipment, goods, and services.

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**Chart A** 21 January 2005

Board of Regents' Rules and Regulations		From	Delegate
Delegation of authority to execute and deliver proposals for sponsored programs that include cost sharing, matching, indirect cost waivers, and space requirements.	<i>(Part Two, Chapter XIII, Section 1 and Section 2.2)</i>	President	VP for Business Affairs
		President	Assoc. VP for Business Affairs
		President	Associate VP Financial Affairs
		President	Director of Research Development
Delegation of authority to approve waiver of indirect costs for sponsored program proposals if said waiver is the result of grant agency limitations or is less than \$25,000		President	Provost and Vice President for Academic Affairs
		President	Vice Provost for Research Development and Graduate Studies
Delegation of authority to approve matching requirements from currently budgeted academic sources		President	Provost and Vice President for Academic Affairs
		President	Executive Vice Provost
Delegation of authority to submit federal cash transaction reports and requests, and project expenditure reports		President	Vice President for Business Affairs
		President	Associate Vice President for Financial Affairs
		President	Director of Grants & Contracts

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<b>University Operations</b>
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<b>Delegation of authority to approve use of facilities by outside groups at the locations listed, consistent with Regents' Rules concerning "joint sponsorships"</b>	<i>(Part One, Chapter VI, Section 6.9)</i>  <i>(UTSA Handbook of Operating Procedures, Section 8.5)</i>	President	<u>1604 Campus</u> <i>VP for Student Affairs</i> <i>Associate Director University Center Operations</i> <i>VP for Business Affairs</i>
		President	<u>Downtown Campus</u> <i>Provost &amp; Vice President for Academic Affairs</i> <i>Executive Vice Provost</i> <i>Vice Provost &amp; Dean of the College of Public Policy</i> <i>VP for Business Affairs</i>
		President	<u>Institute of Texan Cultures</u> <i>Vice President for Administration</i> <i>Executive Director of the Institute of Texan Cultures</i> <i>VP for Business Affairs</i>
<b>Delegation of authority to approve use of facilities for solicitation consistent with Regents' Rules</b>	<i>(Part One, Chapter VI, Section 6.6)</i>	President	Vice President for Student Affairs
		President	Associate Director University Center Operations
<b>Delegation of authority to approve use of facilities by students' associations; registered student, faculty, or staff organizations; or officially recognized alumni associations</b>	<i>(Part One, Chapter VI, Section 6.61, 6.62, &amp; 6.7)</i>  <i>(UTSA Handbook of Operating Procedures 8.6)</i>	President	Vice President for Student Affairs
		President	Associate Director University Center Operations

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