

UHCL Delegation of Authority Table

Refer to [SAM 03.A.05](#)

Delegated Authority Category	Policy Regulation (s)	Designee	Additional Information
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$300,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>University President</p>	<p>Each University President may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$300,000 that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>VP's¹</p>	<p>Each VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: <u>For academic departments:</u> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$300,000 that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>Sr. VP AA/Provost²; VP</p>	<p>Sr. VP AA/Provost; VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>

<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, between \$300,000 - \$500,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>UHS Sr. Vice Chancellor & UHS Chancellor & UH President</p>	<p>Chancellor & UH President may further delegate authority in writing to UHCL President as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, greater than \$500,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>UHS Chancellor & UH President</p>	<p>UHS Chancellor & UH President may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, \$1,000,000 and above require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>UHS Board of Regents</p>	<p>UHS Board of Regents</p>
<p>CONTRACTS: <u>For academic departments:</u> Approves related interagency, interlocal, study abroad, affiliation, memorandum of understanding, internship, externship, or other agreements related to the placement or exchange of students, faculty, curricula, staff, scholars or facilities, which are generated to provide educational opportunities or may support interaction involving teaching, research, or exchange that do not require approval by UHS Board of Regents.</p>	<p>SAM 03.A.05</p>	<p>President/ Sr. VP AA/Provost; VP</p>	<p>President/ Sr. VP AA/Provost; VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, up to \$100,000 that do not require</p>	<p>BOR Policy 55.01.3A; SAM 03.A.05</p>	<p>Associate VP, Finance; Executive Director Procurement</p>	<p>Associate VP, Finance; Executive Director may further delegate authority in writing to other administrative officers as is appropriate.</p>

approval by the UHS Board of Regents (as applicable), along with related documents and instruments.			Such written delegations must be on file with the Office of Contract Administration.
<p>CONTRACTS: Negotiate, execute, and administer all contracts and procurement of, major construction projects, major repair of equipment/s, deferred maintenance, road construction or repair, professional and consulting services relating to construction projects up to \$100,000 that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p> <p>Change orders that do not substantially modify the scope of work of the original contract and/or nullify the effect of the competitive determination of lowest responsible bidder. Total number of change orders executed for a particular purchase order or contract shall not cause the originally awarded contract price to be exceeded by more than 10 percent.</p>	BOR Policy 55.01.3A; SAM 03.A.05	Associate VP, Facilities, Construction and Management	Associate VP, Facilities, Construction and Management may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.

¹ VP – Vice President. VP Administration and Finance; VP Student Affairs; VP University Advancement

² Sr. VP AA/Provost. Senior Vice President Academic Affairs and Provost