

University of Houston Clear Lake

UHCL Delegation of Authority Table

FY 2026

Reference [BOR Policy 55.01](#), [BOR Policy 53.04](#), [SAM 03. A.05](#), [UHS Delegation Authority Table](#)

| Delegated Authority Category | Policy Regulation (s) | Designee | Additional Information |
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| BUSINESS TRAVEL: Approval of travel vouchers and may provide a more detailed description of authorized travel reimbursements, restrictions on travel reimbursements and specific procedures for processing routine travel reimbursement, as well as an exception or infrequent travel activities. | SAM 03.A.03 | President, Sr. VP AA/Provost ² / Vice President ¹ | Vice Presidents may further delegate authority to other administrative officers as appropriate. UHCL Travel Office will disseminate guidelines and review all aspects related to business travel for all employees. Travel request / reimbursements for President is approved by Chancellor. |
| BUSINESS TRAVEL: Approve family member(s) travel of administrators reporting directly to the President. | SAM 03.A.03 SAM 03.A.21 | President | Chief of Staff may approve as President's designee |
| BUSINESS TRAVEL: Approve travel, purchases, reimbursements for administrators reporting directly to the President. | SAM 03.A.03 | President | Chief of Staff may approve as President's designee |
| 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. | BOR Policy 55.01.3B; SAM 03.A.05 | President | University President may further delegate authority to other administrative officers (Vice Presidents) as appropriate. |
| 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. | BOR Policy 55.01.3B; SAM 03.A.05 | Sr. VP AA/Provost ² / Vice President ¹ | 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. |

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| CONTRACTS: For academic departments: 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. | BOR Policy 55.01.3B; SAM 03.A.05 | Sr. VP AA/Provost ² | Sr. VP AA/Provost 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. |
| 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. | BOR Policy 55.01.3B; SAM 03.A.05 | UHS Sr. Vice Chancellor & UHS Chancellor | Chancellor 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. |
| 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. | BOR Policy 55.01.3A; SAM 03.A.05 | UHS Chancellor | UHS Chancellor 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. |
| 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. | BOR Policy 55.01.1; SAM 03.A.05 | UHS Board of Regents | UHS Board of Regents |
| CONTRACTS: For academic departments: 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. | SAM 03.A.05 | President / Sr. VP AA/Provost ² | President/ Sr. VP AA/Provost 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. |

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| 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 approval by the UHS Board of Regents (as applicable), along with related documents and instruments. | BOR Policy 55.01.3B; SAM 03.A.05 | Associate VP, Business Operations; Executive Director Procurement | Associate VP, Business Operations; Executive Director 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. |
| 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. 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. | BOR Policy 55.01.3B; 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. |
| CONTINUING EDUCATION COURSES: Set fees for each continuing education course in an amount sufficient to permit your institution to recover the costs of providing the fee. | BOR Policy 56.02 | Sr. VP AA / Provost ² | |
| EXECUTIVE MANAGEMENT EMPLOYEES Approve all faculty, professional, and administrative personnel actions and appointments for university, except those classified as executive management employees. | BOR Bylaw 2.6; BOR Policy 57.10 | Sr. VP AA / Provost ² / Vice President ¹ | President/ Sr. VP AA/Provost may further delegate authority to other administrative officers as is appropriate. UHCL Human Resources Department manages the employment actions for the University. |
| FOREIGN TRAVEL: Give prior written approval for international and domestic travel and the payment/reimbursement of associated travel expenses for faculty and staff. | BOR Policy 55.03; SAM 03.A.03 | Sr. VP AA/Provost ² / Vice President ¹ | Associate Provost – OSP reviews all foreign travel. |
| PHYSICAL PROPERTY Administer a program within the UH Clearlake for the safekeeping and appropriate disposition of unclaimed or abandoned personal property found on university grounds. | BOR Policy 52.01; SAM 03.E.03 | VP, Admin & Finance; Associate VP, Business Operations | VP, Admin & Finance may further delegate authority to other administrative officers as is appropriate. |

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| PURCHASING: Purchases greater than \$100,000 require an Authorization and Information Summary Sheet for purchase requisitions to be completed and approved with the completed purchase requisition. | SAM 03.B.01 | VP, Admin & Finance | VP, Admin & Finance may further delegate authority to other administrative officers as is appropriate. |
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VP¹ – UHCL Vice President.

- VP Administration and Finance.
- VP Student Affairs.
- VP University Advancement
- VP Strategic Enrollment Management

Sr. VP AA/Provost². Senior Vice President Academic Affairs and Provost