



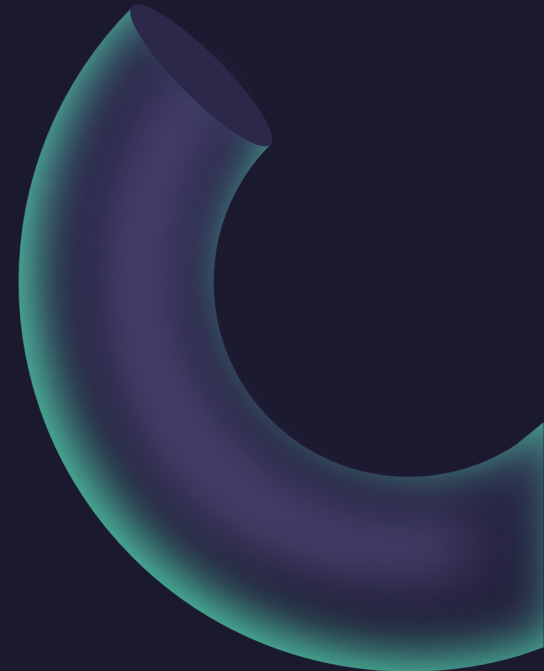
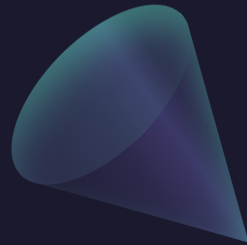
University Contracts

Agenda

Introduction

Updated Contract Process

Questions





The Old MOU Process

MOUs – Non-Monetary (Old process)

- MOUs were submitted as a ticket
- Or sent by email to Mrs. Campos-Leon



Updated Process
as of 4/1/2024

MOUs – Non-Monetary

- All MOUs (unsigned) must be submitted as a ticket through the contracts request form located on the website.
- If submitted via email, the request will be rejected back to the customer, with instructions to submit a ticket.
- If you need any assistance with a submission, please call x4294.



The Old Agreement Process

Agreements with Monetary Value

- Requisitions under 25k

- The customer entered a requisition
- And a ticket was created by the customer

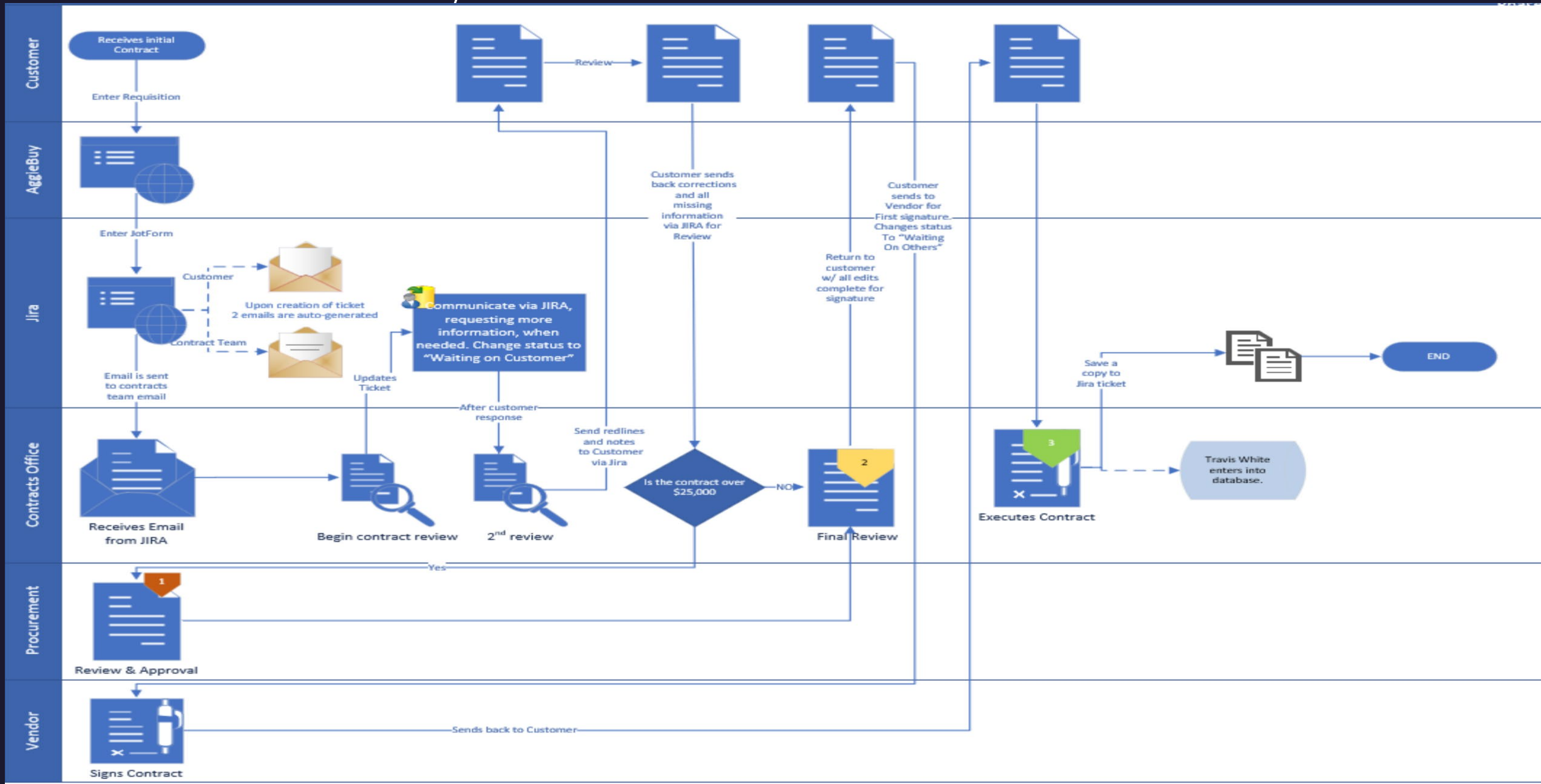
- Requisitions over 25k

- A requisition is entered to include all documentation, including the unsigned agreement by the customer.
 - TAMU Procurement will review first
 - A comment is sent to the customer to send the attachments to our Contracts Team once Procurement has finalized its review.

Agreements with Monetary Value (cont.)

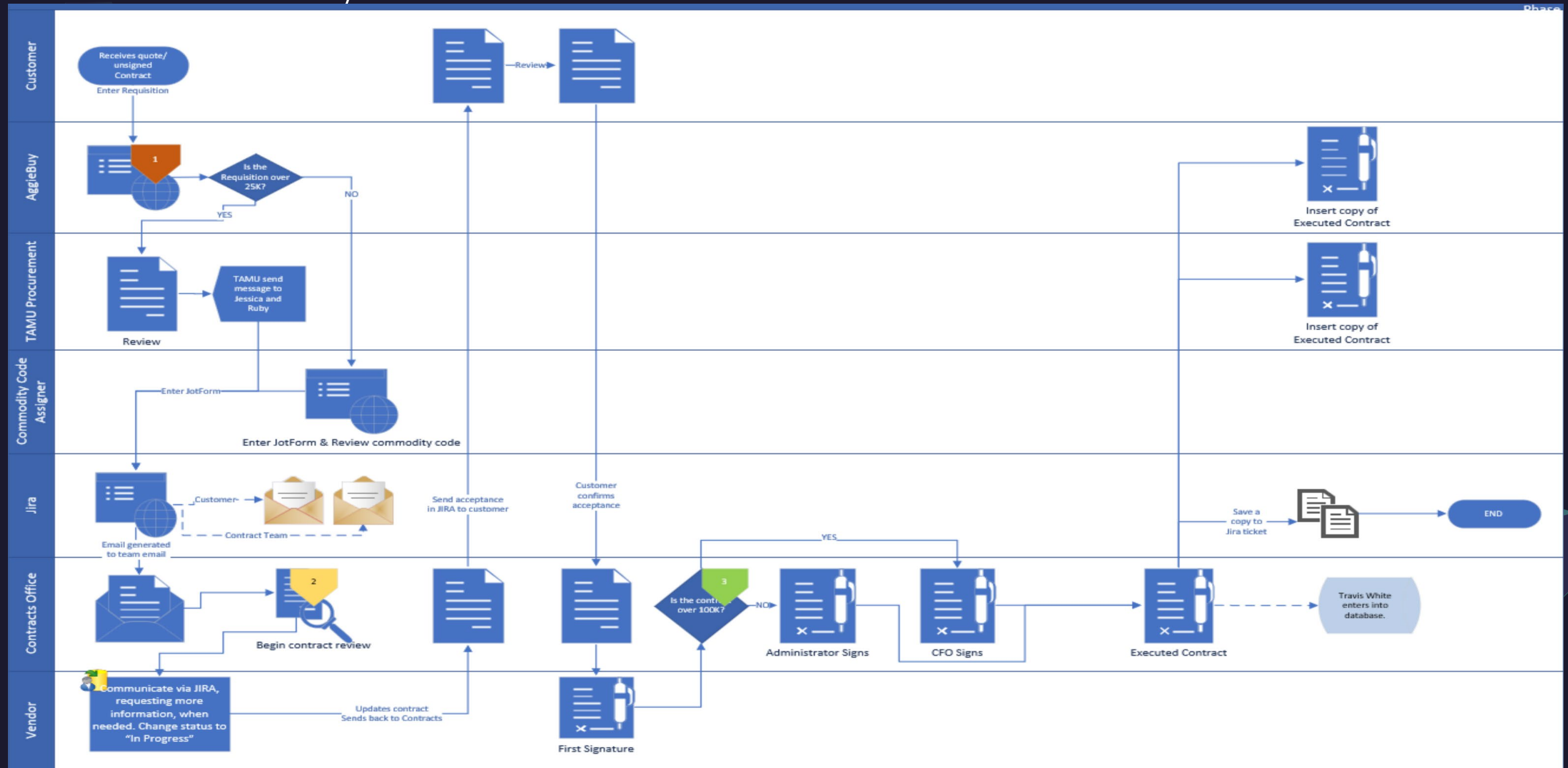
- A ticket was created and communication between customer > contract > customer > vendor > customer > contracts...
- Signatures from the vendor and contracts team were initiated, and the executed copy was sent to the customer to attach to the requisition.
- TAMU did one final review for all documentation, and the PO is out the door.
- Ticket is closed on our end

Prior to 4/1



As of 4/1

Phase





Updated Process
as of 4/1/2024

Agreements with Monetary Value

1. No agreement/s should be signed before it goes through the process.
2. ALL agreements will be submitted through AggieBuy, that have monetary value.
 - The customer will send a comment in AggieBuy that an agreement is attached, please ensure to add Travis White and Jessica Nino to the comments for requests under 25k ONLY.
 - For ALL requisitions that include an agreement, please add a comment that includes vendor contact info, departmental contact info, and contact for final approval review.

Agreements with Monetary Value

- Once we have received a comment in AggieBuy from the customer we will initiate the ticket on behalf of the customer for under 25k.
- Anything over 25k, TAMU will send a comment approving the agreement is ready for review. Jessica or Travis will create a ticket for that agreement, which puts it back into the normal workflow.

3. A ticket will be created. We will add a comment in AggieBuy with the ticket number information, and JIRA will also notify the departmental contact that a ticket has been created.

4. The review and communication between contracts and vendor/s will begin.

Agreements with Monetary Value

5. Once it is finalized, the Contracts team will send it to the department for final approval. Once approval has been given, we will send it to the vendor for the first signature.
6. Once we receive the agreement back from the vendor, depending on the dollar threshold, our delegate signer for our campus will sign, and our contracts team will attach the executed contract to the requisition, and the ticket will be closed.

University Contracts Website, Email & Phone

[University Contracts - Texas A&M University-San Antonio](https://tamusa.edu)
tamusa.edu

Go live Date on 4/12/2024

universitycontracts@tamusa.edu

210-784-4294

Delegation of Authority

Agreements signed by departmental directors (as an example) are considered invalid and non-compliant and are an audit issue.

Those authorized to sign for our University are as follows:

- **Contract Administrator – up to \$100,000**
- **CFO-Len – up to \$300,000**
- **President- up to \$450,000 (with Board of Regents approval, can sign up to 1 mil)**
- **Anything over \$450,000 has to be approved by the Board of Regents**

MOUs related to Academics have to be reviewed and approved by the Provost and **ONLY** signed by him, that are non-monetary. Anything monetary becomes an Agreement, and he can't sign.

MOUs outside of Academics will need to be signed by the President.

***Note: This delegation of Authority is updated and reported every FY with a deadline from the Chancellor's office. The signature authority is decided between OGC and the Chancellor to limit audits and ensure that nothing is signed before all legal issues are covered.**

Thank you

Frank Ramon – For Contract Questions

Deborah Campos-Leon – For Contract Questions

Travis White – Under 25k

Jessica Nino – Over 25k

For all questions, please email:

universitycontracts@tamusa.edu

