



TEXAS A&M UNIVERSITY  
SAN ANTONIO

DELEGATION/REVOCAION OF AUTHORITY

In accordance with the President’s delegation of authority letter dated September 1, 2022, I hereby delegate or revoke the following authorities:

\_\_\_\_\_  
Employee Receiving Authority (Print) Title

**Select Action:** (please select one below)

Delegation of Authority:

Travel Delegation:

Revocation of Authority:

I hereby delegate approval authorities as listed in the “Description of Delegation” below. This is not a delegation of authority to enter into any contracts or agreements.

I hereby delegate approval hotel expenses in excess of the GSA rate.

I hereby revoke all delegations previously authorized to the employee named above and as described in the “Description of Delegation” below effective on the date of this letter.

Description of Approval Authorities to include dollar limits and accounts authorized to be used:

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

Delegation of authority is a conditional authority granted upon continual compliance with and subject to the limitations/requirements in System policies and regulations, University rules and procedures and applicable State statutes and laws. By way of our signatures below, we understand we are jointly liable for ensuring the propriety of all expenses incurred through this delegation and verifying fund availability before submitting a request for approval.

**Note:** No University employee is permitted to obligate Texas A&M University-San Antonio for the payment of goods or services without proper authority, nor are they permitted to enter binding contracts on behalf of the University without express written consent. This delegation is for the purpose of approving requests and not the authority to create binding contracts or agreements between other entities and the University. The creation of contracts between A&M-San Antonio and other entities is the responsibility of the Office of Procurement Services, authorized purchase/travel cardholders and others with express written consent on behalf of the University.

\_\_\_\_\_  
Delegating Authority (Print)

\_\_\_\_\_  
Sign & Date

**Original: The Office of Procurement**  
**cc: Vice President for Business Affairs & Comptroller**