

Delegations of Authority for Stephen F. Austin State University*

<u>Board of Regents' Rules and Regulations</u>	<u>From</u>	<u>Delegate</u>	<u>Date</u>	
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders and vouchers for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501; University Policy 05-302</i>	Dr. Neal Weaver, President	<u><i>Value of less than \$100,000</i></u> Kay Johnson, Assistant Vice President, Finance and Business Services	November 12, 2024
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$2,500,000. SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Dr. Neal Weaver, President	<u><i>Value of less than \$2,500,000</i></u> Gina Oglesbee, Senior Vice President for Organizational Effectiveness	November 12, 2024
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000 and originating in the division of Organizational Effectiveness. SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.	<i>Rule 10501 and University Policy 05-302</i>	Dr. Neal Weaver, President	<u><i>Value of less than \$250,000</i></u> Gina Oglesbee, Senior Vice President for Organizational Effectiveness	November 12, 2024

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
<p>CONTRACTS – ACADEMIC AFFAIRS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the division of Academic Affairs.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u><i>Value of less than \$250,000</i></u> Dr. Lorenzo Smith, Provost and Executive Vice President for Academic Affairs</p>	<p>May 13, 2024</p>
<p>CONTRACTS – SUB-DIVISION OF FINANCE: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the sub-division of Finance.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u><i>Value of less than \$250,000</i></u> Judy Kruwell, Vice President for Finance</p>	<p>November 12, 2024</p>

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<u>Board of Regents’ Rules and Regulations</u>	<u>From</u>	<u>Delegate</u>	<u>Date</u>
<p>CONTRACTS – DIVISION OF STUDENT AFFAIRS AND OFFICE OF TITLE IX: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the division of Student Affairs and the Office of Title IX.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p> <p><u><i>Value of less than \$250,000</i></u> Dr. Michara Delaney-Fields, Interim Vice President for Student Affairs</p>	<p>May 13, 2024</p>
<p>CONTRACTS – DIVISION OF ENROLLMENT MANAGEMENT: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the division of Enrollment Management.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p> <p><u><i>Less than \$250,000</i></u> Courtney Burns, Interim Vice President for Enrollment Management</p>	<p>November 12, 2024</p>

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
<p>CONTRACTS – DIVISION OF ENROLLMENT MANAGEMENT: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the division of Enrollment Management.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u>Value of less than \$250,000</u> Dr. Lee Furbeck, Vice President for Enrollment Management</p>	<p>May 13, 2024</p>
<p>CONTRACTS – (SFASU) OFFICE OF GENERAL COUNSEL: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the (SFASU) Office of General Counsel.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u>Value of less than \$250,000</u> Damon Derrick, Vice President and General Counsel (SFASU)</p>	<p>May 13, 2024</p>

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
<p>CONTRACTS – DIVISION OF INFORMATION TECHNOLOGY SERVICES: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the sub-division of Information Technology Services.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u><i>Value of less than \$250,000</i></u> Michael Coffee, Vice President for Information Technology</p>	<p>November 12, 2024</p>
<p>CONTRACTS – DEPARTMENT OF AUDIT SERVICES: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the Department of Audit Services.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u><i>Value of less than \$250,000</i></u> Jane Ann Bridges, Chief Audit Executive</p>	<p>May 13, 2024</p>

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
<p>CONTRACTS – DIVISION OF INTERCOLLEGIATE ATHLETICS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services, limited to those with a value of less than \$250,000, and originating in the division of Intercollegiate Athletics.</p> <p>SFASU Office of General Counsel will review all contracts prior to execution, regardless of delegation authority, unless otherwise exempt in writing. SFASU Office of General Counsel is further authorized to flag any contract for presidential signature only, at their discretion.</p>	<p><i>Rule 10501 and University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p><u><i>Value of less than \$250,000</i></u> Michael McBroom, Director of Intercollegiate Athletics</p>	<p>May 15, 2024</p>
<p>FINANCIAL CERTIFICATIONS RELATED TO FEDERAL AWARDS: Delegation of authority to execute and deliver certain financial certifications related to federal awards.</p>	<p><i>Rule 10501; 2 CFR 200.415</i></p>	<p>Dr. Neal Weaver, President</p>	<p>Judy Kruwell, Vice President for Finance</p>	<p>November 12, 2024</p>

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<u>Board of Regents’ Rules and Regulations</u>	<u>From</u>	<u>Delegate</u>	<u>Date</u>
<p>CERTAIN GRANT OR EXTERNAL SPONSOR AGREEMENTS: Delegation of authority to execute and deliver certain grant or external sponsor documents with fully executed Proposal Clearance Forms. Authorized to execute the following documents on behalf of the University:</p> <ol style="list-style-type: none"> 1. Paper and electronic grant applications and amendments to the applications; 2. Routine grant certifications, provisions, and assurances; 3. Documents accepting awards that do not require the signature of the president; 4. Documents related to the submission, acceptance, amendment and reporting or research and sponsored project applications and awards; 5. Approve the University’s Proposal Clearance Form. <p>Authority specifically excludes contractual and intellectual property agreements that by university policy and practice require the review of the university’s (SFASU) General Counsel and signature of the President.</p>	<p><i>Rule 10501; University Policy 05-302</i></p>	<p>Dr. Neal Weaver, President</p>	<p>Dr. Forrest Lane, Dean of the Office of Research and Graduate Studies</p> <p>May 13, 2024</p>

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TELECOMMUTING: Delegation of authority to approve or deny employee requests for telecommuting.	<i>Texas Govt. Code 658.010; University Policy 03-217</i>	Dr. Neal Weaver, President	Dr. Lorenzo Smith, Provost and Executive Vice President for Academic Affairs Gina Oglesbee, Senior Vice President for Organizational Effectiveness Courtney Burns, Interim Vice President for Enrollment Management Judi Kruwell, Vice President for Finance Michara Delaney Fields, Interim Vice President for Student Affairs Michael Coffee, Vice President for Information Technology Damon Derrick, Vice President and General Counsel Jill Still, Vice President for University Advancement Michael McBroom, Director of Athletics Jane Ann Bridges, Chief Audit Executive	November 12, 2024
EXCEPTIONS TO DIR ACCESSIBILITY RULES: Delegation of authority to review and approve all DIR compliance exceptions in accordance with UTS OGC Bulletins 2006-1 and 2009-1.	<i>Ch. 2054 Texas Govt. Code Subch. M; TAC 206.70; TAC 213; UTS 150</i>	Dr. Neal Weaver, President	Michael Coffee, Vice President for Information Technology	November 12, 2024

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
AGREEMENTS FOR U.I.L. OFFICIATING SERVICES: Delegation of authority to execute and deliver University Interscholastic League (U.I.L.) officiating agreements. Authority limited to the then-current version of the Game Officials Agreement template that has been reviewed and approved by SFASU General Counsel’s office for that purpose. Any changes made to the template must be approved by the SFASU General Counsel before the modified agreement is signed.	<i>Rule 10501; University Policy 05-302</i>	Dr. Neal Weaver, President	Michael McBroom, Director of Intercollegiate Athletics	May 15, 2024
E-FILE STATEMENTS IN CONNECTION WITH STUDENT ACCOMMODATION REQUESTS (DISABILITY SERVICES): Delegation of authority to execute and deliver e-file statements on behalf of the university in connection with student accommodation requests.	<i>Rule 10501</i>	Dr. Neal Weaver, President	Tiffany Rivers, Director of Disability Services	May 13, 2024
PERSONAL PROPERTY OWNED BY SFASU – TITLES AND ASSOCIATED DOCUMENTS FOR THE PURCHASE, SALE, OR TRANSFER OF: Delegation of authority to execute and deliver titles and related documents for the purchase, transfer, or sale of vehicles, trailers, and marine equipment.	<i>Rule 10501; University Policies 05-302 and 05-306</i>	Dr. Neal Weaver, President	Kay Johnson, Assistant Vice President Finance and Business Services	November 12, 2024
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO STEPHEN F. AUSTIN STATE UNIVERSITY				
HOLIDAY SCHEDULE: Delegation of authority to approve annually the holiday schedule for the respective institutions.	<i>Rule 30201, Section 1</i>	Jonathan Pruitt, Executive Vice Chancellor for Business Affairs	Presidents, The University of Texas	September 1, 2010 (cont. March 1, 2022)

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CAMPUS LEASES – STEPHEN F. AUSTIN STATE UNIVERSITY: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)	<i>Rule 70301; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i>	Jonathan Pruitt, Executive Vice Chancellor for Business Affairs	Vice President for Finance and Administration, Stephen F. Austin State University	November 30, 2023
TRADEMARK LICENSE AGREEMENTS: Delegation of authority to execute and deliver trademark license agreements related to Board-owned trademarks, so long as all trademark license agreements include: (1) the grant clause posted online or a grant clause substantially similar to that grant clause, (2) a statement making the license subject to the Trademark License Agreement Terms and Conditions posted online , and (3) a Trademark Schedule showing the exact mark or marks being licensed and indicating how those marks are to appear (including color, capitalization, typesetting, and any other distinguishing features of the included marks). Ensure proper monitoring of each licensee. All trademarks with a value exceeding institutions’ local contracting authority must be reviewed and processed as outlined in UTS125.	<i>Rule 10501; Rule 90101, Sects. 15.1 and 15.3; UTS125</i>	Daniel H. Sharphorn, Vice- Chancellor and General Counsel	Presidents – UT Institutions Chief Business Officers – UT Institutions and UT System Vice Provosts for Research and Vice Presidents for Research – UT Institutions Chief Legal Officers – UT Institutions	March 6, 2017
SETTLEMENT OF DISPUTES – CHIEF LEGAL OFFICERS: Delegation of authority to execute and deliver agreements settling certain claims, disputes, or litigation in the amount of \$75,000 or less.	<i>Rule 10501</i>	Daniel H. Sharphorn, Vice- Chancellor and General Counsel	<u>\$75,000 or less</u> Chief Legal Officers* [*Note: Some institutions have more than one Chief Legal Officer, for the purposes of this delegation. See memo.]	November 8, 2023
INVOICES AND PAYMENTS FOR OUTSIDE COUNSEL SERVICES: Delegation of authority to submit to the Texas Attorney General the outside counsel invoices required by SB 1370 (86R-2019).	<i>SB 1370 (86R); Rule 10501, Sects. 2.1 and 2.8</i>	Daniel H. Sharphorn, Vice- Chancellor and General Counsel	Chief Legal Officers – UT Institutions	July 30, 2019 (eff. September 1, 2019)

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