

Delegations of Authority for The University of Texas at Tyler*

Board of Regents’ Rules and Regulations		From	Delegate	Date of Delegation
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts other than securities to The University of Texas at Tyler; provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	<i>Rule 60101, Section 5; Section 7 UT System Gift Acceptance Procedures</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	September 30, 2024
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts other than securities to The University of Texas at Tyler; provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	<i>Rule 60101, Section 5; Section 7 UT System Gift Acceptance Procedures</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	September 30, 2024
GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to The University of Texas at Tyler provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	<i>Rule 60101, Section 5; UT System Gift Acceptance Procedures Section 7</i>	Julie Philley, M.D., President	<u>The University of Texas System Office of External Relations, Communications and Advancement Services</u> Randa S. Safady, Ph.D., Vice Chancellor of External Relations, Communications and Advancement Services Karoline Felts, Associate Vice Chancellor for Advancement Services	December 4, 2024
IRS FORMS (GIFTS): Delegation of authority to execute necessary IRS forms relating to gifts, including IRS Forms 8283 and 8282. Authority extends only to necessary IRS forms relating to gifts accepted on behalf of The University of Texas at Tyler.	<i>Rule 60101, Sections 2 and 8; System Gift Acceptance Procedures Section 3.6</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	September 30, 2024
IRS FORMS (NOT GIFT RELATED): Delegation of authority to execute certain IRS forms, including 941, 1096, 1042, 1042T, W-3, etc. Extends only to necessary IRS forms not relating to gifts.	<i>Rule 10501, Sect. 2.4</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	September 30, 2024

**Please be aware that this chart provides only a brief summary of each delegation memorandum. You will need to review the specific delegation memorandum that is of interest to you for detailed scope and restrictions related to such delegation. As of 9-20-2021, with the exception of certain Special Procedure Contracts, the Board approval threshold for UT Tyler is \$5,000,000; and the OGC threshold is \$1,000,000 (\$2,500,000 for hospital operations contracts) (see Rule 10501 and UTS145). Delegation chart current as of 2/28/2025.*

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BANKING: Delegation of authority to execute and deliver contracts for banking services. Authority extends only to contracts for banking services with banks that have a depository agreement with the Board of Regents of The University of Texas System.	<i>Rule 10501; UTS166; UTS167</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	September 30, 2024
BANKING: Delegation of authority to execute and deliver contracts for banking services. Authority extends only to contracts for banking services with banks that have a depository agreement with the Board of Regents of The University of Texas System.	<i>Rule 10501; UTS166; UTS167</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	September 30, 2024
BANKING: Delegation of authority to execute and deliver contracts for banking services. Authority extends only to contracts for banking services with banks that have a depository agreement with the Board of Regents of The University of Texas System.	<i>Rule 10501; UTS166; UTS167</i>	Julie Philley, M.D., President	John Sprenkle, Controller	September 27, 2024
SPACE LEASE AGREEMENTS: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less, for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	September 27, 2024
SPACE LEASE AGREEMENTS: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less, for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	September 27, 2024

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
MASTER LEASE AGREEMENT - THE FOUNDRY: Delegation of authority to execute and deliver Master Lease Agreement, including amendments and renewals, entered into by and between HZF Foundry Borrower DE, LLC, and the Board of Regents of The University of Texas System, for the use and benefit of The University of Texas at Tyler, with a value of \$4,000,000 or less, for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>\$4,000,000 or less</u> Daniel J. Deslatte, Chief Business Officer	September 27, 2024
MASTER LEASE AGREEMENT - THE FOUNDRY: Delegation of authority to execute and deliver Master Lease Agreement, including amendments and renewals, entered into by and between HZF Foundry Borrower DE, LLC, and the Board of Regents of The University of Texas System, for the use and benefit of The University of Texas at Tyler, with a value of \$4,000,000 or less, for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>\$4,000,000 or less</u> Dwain Morris, Chief Financial Officer	September 27, 2024
NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION PROJECTS: Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulated sum proposals, and other documents; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, for all new minor construction projects and minor repair and rehabilitation projects with an anticipated value under \$10,000,000.	<i>Rule 80403; Rule 10501</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	February 10, 2025

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PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	February 10, 2025
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	October 28, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$1,000,000</u> Crystal Smith, Director of Supply Chain, Purchasing	March 18, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$500,000</u> Jaime Romero, Buyer III – Procurement Services	January 30, 2025
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$500,000</u> Erin Mueck, Buyer III, Purchasing	March 18, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$500,000</u> Stephanie Moore, Buyer III and HUB Assistant, Purchasing	March 18, 2024

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PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Kelli Bergbower, Office Coordinator, HOPE Cancer Center	December 30, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Victoria Warner, Executive Assistant, UTHET Operations	November 20, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Emily James, Pharmacy Buyer	November 19, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> April Hargrave, Administrative Assistant II, Plant Operations	November 13, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Tiffanie Benefield, Administrative Specialist, BMR	April 10, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Elmer Manzano, Laboratory Assistant, Pathology	April 3, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Liz Declet, Administrative Specialist, BMR-Section 24	March 18, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Elsy Andrist, Administrative Associate, BMR – Section 24	February 5, 2024

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PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$14,999.99</u> Cameron Harms, Supply Chain Analyst, Department of Purchasing	August 16, 2023
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$4,999.99</u> Tammy Coquat, Materials Management Coordinator	July 18, 2024
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$4,999.99</u> Jeranda Dennis, Admin Assistant II, BMR- 24	July 3, 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.	<i>Rule 10501</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	September 27, 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.	<i>Rule 10501</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	September 27, 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.	<i>Rule 10501</i>	Julie Philley, M.D., President	Amir Mirmiran, Provost	September 27, 2024
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Board of Regents’ Rules and Regulations		From	Delegate	Date of Delegation
ELECTRIC AND NATURAL GAS TRANSACTION CONFIRMATIONS: Delegation of authority to enter into, execute and deliver verbal and written transaction confirmations authorized under electricity contracts and natural gas contracts executed and delivered by an authorized representative of UTHSCT.	<i>Rule 10501</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	October 28, 2024
ELECTRIC AND NATURAL GAS TRANSACTION CONFIRMATIONS: Delegation of authority to enter into, execute and deliver verbal and written transaction confirmations authorized under electricity contracts and natural gas contracts executed and delivered by an authorized representative of UTHSCT.	<i>Rule 10501</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	October 28, 2024
ELECTRIC AND NATURAL GAS TRANSACTION CONFIRMATIONS (MAIN CAMPUS): Delegation of authority to enter into, execute and deliver verbal and written transaction confirmations authorized under electricity contracts and natural gas contracts executed and delivered by an authorized representative of UTHSCT.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Main Campus Only</u> Thomas Pinkerton, Interim Executive Director of Facilities	February 20, 2025
ELECTRIC AND NATURAL GAS TRANSACTION CONFIRMATIONS: Delegation of authority to enter into, execute and deliver verbal and written transaction confirmations authorized under electricity contracts and natural gas contracts executed and delivered by an authorized representative of UTHSCT.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Health Science Campus Only</u> Kenneth Huffman, Director of Plant Operations	June 26, 2017
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to execute and deliver contracts or agreements with UT System Administration or between or among institutions of UT System for resources or services. Any such contract or agreement shall provide for the recovery of the cost of services and resources furnished.	<i>Rule 10501</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	October 28, 2024

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AGREEMENTS WITH CORPORATE SPONSORS AND AGREEMENTS THAT GRANT AN INTEREST IN INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property. Covers typical option and license agreements and research contracts with corporate sponsors, as well as non-disclosure agreements and material transfer agreements.	<i>Rule 10501; Rule 9010, Sections 15.1 & 15.3</i>	Julie Philley, M.D., President	Dwain Morris, Chief Financial Officer	October 28, 2024
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STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research on behalf of the Board.	<i>Rule 10501</i>	Julie Philley, M.D., President	Amir Mirmiran, Provost	June 28, 2024
STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research on behalf of the Board.	<i>Rule 10501</i>	Julie Philley, M.D., President	Lisa Bush, MS, PhD, Associate VP for Research Administration	March 27, 2024
MATERIAL TRANSFER AGREEMENTS: Delegation of authority to execute and deliver material transfer agreements up to a value of \$25,000.	<i>Rule 10501, and Rule 90105</i>	Julie Philley, M.D., President	<u>Up to \$25,000</u> Daniel J. Deslatte, Chief Business Officer	October 28, 2024
MATERIAL TRANSFER AGREEMENTS: Delegation of authority to execute and deliver material transfer agreements up to a value of \$25,000.	<i>Rule 10501, and Rule 90105</i>	Julie Philley, M.D., President	<u>Up to \$25,000</u> Steven Idell, M.D., Ph.D., Vice President for Research & Graduate Studies	September 14, 2011
AFFILIATION AGREEMENTS AND PROGRAM AGREEMENTS: Delegation of authority to execute and deliver affiliation agreements and program agreements.	<i>Rule 10501</i>	Julie Philley, M.D., President	Daniel Deslatte, Chief Business Officer	February 10, 2025
AFFILIATION AGREEMENTS AND PROGRAM AGREEMENTS: Delegation of authority to execute and deliver affiliation agreements and program agreements.	<i>Rule 10501</i>	Julie Philley, M.D., President	Dr. Amir Mirmiran, Provost	June 28, 2024

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AFFILIATION AGREEMENTS AND PROGRAM AGREEMENTS (GRADUATE MEDICAL EDUCATION PROGRAMS): Delegation of authority to execute and deliver affiliation agreements and program agreements for Graduate Medical Education programs.	<i>Rule 10501</i>	Julie Philley, M.D., President	Emmanuel Elueze, Assoc. Dean, GME	March 14, 2023
ATHLETIC GAME AGREEMENTS: Delegation of authority to execute and deliver athletic game agreements up to \$50,000.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$50,000</u> Mr. Daniel Deslatte, Chief Business Officer	November 13, 2024
ATHLETIC GAME AGREEMENTS: Delegation of authority to execute and deliver athletic game agreements up to \$50,000.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$50,000</u> Dwain Morris, Chief Financial Officer	November 13, 2024
ATHLETIC GAME AGREEMENTS: Delegation of authority to execute and deliver athletic game agreements up to \$50,000.	<i>Rule 10501</i>	Julie Philley, M.D., President	<u>Up to \$50,000</u> Chris Bizot, Director of Athletics	November 13, 2024
CAMPUS CONDITION REPORTS: Delegation of authority to certify and submit “Campus Condition Reports” to the Texas Higher Education Coordinating Board (THECB).	<i>17 TAC 17.101(2)(B); THECB Campus Condition Index Reporting Manual; Rule 10501</i>	Julie Philley, M.D., President	<u>Health Science Center Only</u> Kenny Huffman, Executive Director, Facilities	March 20, 2023
CAMPUS CONDITION REPORTS: Delegation of authority to certify and submit “Campus Condition Reports” to the Texas Higher Education Coordinating Board (THECB).	<i>17 TAC 17.101(2)(B); THECB Campus Condition Index Reporting Manual; Rule 10501</i>	Julie Philley, M.D., President	<u>Main Campus Only</u> Thomas Pinkerton, Interim Executive Director of Facilities Management	February 20, 2025
RECORDS MANAGEMENT OFFICER: Delegation of authority as Records Management Officer to administer the University’s records management program.	<i>Section 441.183, Texas Govt. Code</i>	Julie Philley, M.D., President	John Sprenkle, Controller	November 17, 2023

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RECORDS MANAGEMENT OFFICER: Delegation of authority to administer the University’s records management program.	<i>Section 441.183, Texas Govt. Code</i>	Julie Philley, M.D., President	Daniel J. Deslatte, Chief Business Officer	September 27, 2024
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT TYLER				
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. September 1, 2021)
LANDLORD’S OR LICENSOR’S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT NOT INVOLVING THE ADDITION OF EQUIPMENT: Delegation of authority to execute and deliver Landlord’s or Licensor’s Consent to Modification of Existing Telecommunications Equipment. Delegate shall use without material change the template letter, in conformity with the instructions attached thereto, currently approved by the U. T. System Office of General Counsel (OGC), or such subsequent template letter and accompanying instructions that may be approved by OGC. This delegation is expressly limited to the consent to modify existing telecommunications equipment not involving the addition of equipment.	<i>Rule 70301, Section 4.3; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i>	Jonathan Pruitt, Executive Vice Chancellor for Business Affairs	Chief Business Officer, U. T. Tyler	September 15, 2020 (cont. September 1, 2021)

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Board of Regents’ Rules and Regulations		From	Delegate	Date of Delegation
<p>LANDLORD’S OR LICENSOR’S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT NOT INVOLVING THE ADDITION OF EQUIPMENT: Delegation of authority to execute and deliver Landlord’s or Licensor’s Consent to Modification of Existing Telecommunications Equipment. Delegate shall use without material change the template letter, in conformity with the instructions attached thereto, currently approved by the U. T. System Office of General Counsel (OGC), or such subsequent template letter and accompanying instructions that may be approved by OGC.</p> <p>This delegation is expressly limited to the consent to modify existing telecommunications equipment not involving the addition of equipment.</p>	<p><i>Rule 70301, Section 4.3; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i></p>	<p>Jonathan Pruitt, Executive Vice Chancellor for Business Affairs</p>	<p>Chief Business Officers, U. T. Health Science Center at Tyler</p>	<p>September 15, 2020 (cont. September 1, 2021)</p>
<p>CAMPUS LEASES – UT TYLER: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)</p>	<p><i>Rule 70301; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i></p>	<p>Jonathan Pruitt, Executive Vice Chancellor for Business Affairs</p>	<p>Chief Business Officer, U. T. Tyler</p>	<p>September 15, 2020 (cont. September 1, 2021)</p>
<p>CAMPUS LEASES – UT HEALTH SCIENCE CENTER AT TYLER: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)</p>	<p><i>Rule 70301; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i></p>	<p>Jonathan Pruitt, Executive Vice Chancellor for Business Affairs</p>	<p>Chief Business Officers, U. T. Health Science Center at Tyler</p>	<p>September 15, 2020 (cont. September 1, 2021)</p>

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Board of Regents’ Rules and Regulations	From	Delegate	Date of Delegation
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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