**Authority to execute and deliver contracts and agreements of any kind or nature (Rule 10501):**

**[*Note:*** Rule 10501 of the Regents’ Rules delegates very broad contracting authority to the Chancellor and the Presidents of UT institutions.

The Chancellor/President may wish to delegate *broad contracting authority* to the chief business officer and *specific contracting authority* to other employees.

It is important for the Chancellor/President to delegate authority for routine purchases using *purchase orders* to the purchasing official at the UT institution.

Some UT institutions may have a *small purchase program* under which many people are allowed to make small purchases. If that is the case, the Chancellor/President will need to delegate *specific* contracting authority for a limited dollar amount (not to exceed the amount authorized by the small purchase program) to those people.

Pursuant to Rule 10501 the Chancellor/President must maintain, *or cause to be maintained*, necessary and proper records related to all contracts, agreements, and documents executed and delivered pursuant to this delegation of authority. *Please include instructions to each delegate regarding how each delegate is expected to comply with this requirement.*

The Chancellor/President must also maintain, or cause to be maintained, sufficient accounting systems and procedures to assure that contracts, amendments, and renewals are presented to the Board for approval if required by the Regents’ Rules.

*Please note that this template includes optional language for superseding a prior delegation of authority. Always use the optional language if this delegation supersedes one or more existing delegations.***]**

**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority to Execute and Deliver Contracts

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

I appoint you as my delegate to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, pursuant to authority granted in Rule 10501 of the Regents' Rules and Regulations.

To comply with Rule 10501 of the Regents' Rules, certain contracts that (1) are of such significance as to require the prior approval of the Board of Regents, *or* (2) have a value of more than **[Insert your Institution’s dollar threshold for Board approval. See** [**Board Contract Approval Threshold Table, linked in Part 5 of Rule 10501**](http://www.utsystem.edu/sites/utsfiles/offices/board-of-regents/rules-regulations/10501.pdf)**.]**, must be approved by the Board of Regents prior to execution, or contain an appropriate limitation like the following statement:

This contract is not effective until approved by the Board of Regents of The University of Texas System.

Under Rule 10501, Section 2.1 of the Regents’ Rules, all authority to execute and deliver contracts is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, an Executive Vice Chancellor, or the Vice Chancellor and General Counsel. Please ensure that you comply with all Regents' Rules, laws, special instructions and guidelines relevant to this delegation of authority.

Pursuant to Rule 10501, Section 1.4 of the Regents’ Rules, you must maintain necessary and proper records related to all contracts executed and delivered pursuant to this delegated authority. *Please ensure that a copy of each contract signed under authority of this delegation is retained in an appropriate location*.

In addition, you must maintain sufficient accounting systems and procedures to assure that contracts (including amendments and renewals) are presented to the Board for approval if required by the Regents’ Rules.

*You are not authorized to further delegate the authority granted to you pursuant to this memorandum.*

***[Optional Language:*** This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**

cc: David Lein

Marcella Trant