

Office of the President

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Administrative Memorandum

To: Dr. Renu Khator, Chancellor
From: Dr. Robert K. Glenn, President *RKG*
Subject: UHV Delegation of Contracting Authority
Date: August 30, 2021
Reference: Board of Regents Policy Section VI - 55.01.0
 UH System Administrative Memorandum 03.A.05
 UHV Policy Contract Administration E-12

In accordance with policies referenced, I am approving the further delegation of authority for designated positions to negotiate, execute, and administer certain contracts and related documents. This delegation is limited to contracts not requiring Board approval and within the employee's assigned area of responsibility and includes memorandum of understanding, interlocal, interagency, intrasystem, and articulation agreements.

- UNIVERSITY PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS; VICE PRESIDENT FOR ADMINISTRATION & FINANCE; VICE PRESIDENT FOR ADVANCEMENT & EXTERNAL RELATIONS; VICE PRESIDENT FOR STUDENT AFFAIRS; AND VICE PRESIDENT FOR ENROLLMENT MANAGEMENT:** Contract delegation less than \$300,000.
- OTHER POSITIONS:** The following positions or an interim have been delegated contractual authority for monetary contracts up to \$25,000. Monetary contracts over \$25,000 will also require the signature of either Vice President or the President. Non-monetary agreements with significant reporting, auditing or other compliance requirements shall also require the signature of the appropriate cabinet level supervisor.

Associate Provosts	Director, Emergency Management
Dean, School of Arts & Sciences	Director, Facilities Services
Dean, School of Business Administration	Director, Financial Aid
Dean, School of Education, Health Professions & Human Development	Director, Grants and Contracts
Sr. Director, Corporate & Foundation Relations	Director, Human Resources/Deputy EO/Title IX
Sr. Director, Enrollment Management & External Relations-UHV Katy	Director, Institutional Research and Effectiveness
Sr. Director, Equal Opportunity	Director, International Programs
Sr. Director, Finance	Director, Nursing
Sr. Director, Information Technology	Director, Residence Life
Sr. Director, Library	Director, Small Business Development Center
Sr. Director, Marketing & Communications	Director, Strengthening Institution Programs
Sr. Director, Student Services & Judicial Affairs	Director, Student Life
Director, Admissions & Student Recruitment	Assistant Director, Facilities Services
Director, Alumni & Annual Giving	Athletic Coaches (Game Contracts Only)
Director, Athletics	Bursar
Director, Business Services	Assistant Bursar (3 rd Party Tuition Agreements)
Director, Capital Projects	Purchasing Manager (other than Purchase Order)
Director, Career Services	Registrar
Director, Center for Regional Collaboration	Sr. Coordinator, Talent Development

- PURCHASING STAFF:** The Purchasing Manager has authority to sign purchase orders up to \$100,000. Purchase orders over \$100,000 require the additional approval of the Vice President for Administration and Finance. Other purchasing staff has authority to approve individual purchase orders up to \$25,000.

This authorization supersedes previous delegations and remains effective until further notice.

Cc: Dr. Chance Glenn, Provost/Vice President for Academic Affairs
 Wayne B. Beran, Vice President for Administration & Finance
 Jesse Pisors, Vice President for Advancement & External Relations
 Dr. Jay Lambert, Vice President for Student Affairs
 Dr. Jose Cantu, Vice President for Enrollment Management
 Mark R. Yzaguirre, Associate General Counsel

