Addendum A
Chancellor/President
UHS DELEGATION OF AUTHORITY TABLE

Delegated Authority Category	Policy Regulation(s)	Designee	Additional Information
ADMINISTRATIVE: Sign to commission University peace officers	Letter on file in the UHS Administration & Finance Office	Sr. VC/VP, Admin & Finance[1]	
ADMINISTRATIVE: Accept service of complaints and other legal processes on behalf of the UH/UHS and the Chancellor/President.	Letter on file in the Chancellor/ President's Office via e-mail	VC/VP, Legal Affairs/General Counsel[2]	
ADMINISTRATIVE: Certify that projects submitted by the UH System for approval by the Texas Higher Education Coordination Board (THECB) Commissioner meet the criteria and requirements for such submittals.	THECB Rule 17.30	Sr. VC/VP, Admin & Finance	
BUSINESS TRAVEL: For component universities: Approval of travel vouchers and may provide for a more detailed description of authorized travel reimbursements, restrictions on travel reimbursements, and specific procedures for processing routine travel reimbursement, as well as an exception for infrequent travel activities.	SAM 03.A.03	University Presidents[3]	University Presidents may further delegate authority in writing to other administrative officers as appropriate.
BUSINESS TRAVEL: Approve family member(s) travel of administrators reporting directly to the Chancellor/President.	SAM 03.A.03 SAM 03.A.21	Sr. VC/VP, Admin & Finance	Sr. VC/VP, AA/Provost, will approve family member(s) travel for the Sr. VC/VP, Admin & Finance

BUSINESS TRAVEL: Approve travel, purchases, and reimbursements for administrators reporting directly to the Chancellor/President.	SAM 03.A.03	Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance will be approved by the Sr. VC/VP, AA/Provost. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, **less than $300,000** that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	VC/VP's[4] Chief Audit Executive	Each VC/VP may further delegate authority in writing to other administrative officers as appropriate. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts, **between $300,000 - $500,000** that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts, **greater than $500,000** that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments. ****Agreements with student-athletes less than $999,999 that do not require approval from the UHS Board of Regents, along with any related documents and instruments, as applicable.**	BOR Policy 55.01.3A; SAM 03.A.05	Chancellor/President ****Sr. VC/VP, Admin & Finance**	Chancellor/President may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.

CONTRACTS: For Academic Departments: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, **less than $300,000** that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	Sr. VC/VP, AA/Provost	Sr. VC/VP, AA/Provost may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: For Academic Departments: Approves related interagency, interlocal, study abroad, affiliation, memorandum of understanding, internship, externship, or other agreements related to the placement or exchange of students, faculty, curricula, staff, scholars, or facilities, which are generated to provide educational opportunities or may support interaction involving teaching, research, or exchange that do not require approval by UHS Board of Regents.	SAM 03.A.05	Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, AA/Provost, and University Presidents may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: For College of Medicine: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of contracts **less than $100,000** that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	VP for Health Affairs and Dean of the College of Medicine	VP for Medical Affairs & Dean, College of Medicine may further delegate authority in writing to other administrative officers as is appropriate and less than $25,000. Such written delegations must be on file with the Office of Contract Administration.

CONTRACTS: For College of Medicine: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts **$100,000 and above** (not exceeding $500,000) that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	VP for Health Affairs and Dean of the College of Medicine and Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: For Component Universities: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts, **less than $300,000** that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	University Presidents	Each University President may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the appropriate Office of Contract Administration.
CONTRACTS: For the Department of Athletics: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of contracts **less than $100,000** that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	VP Intercollegiate Athletics	VP Intercollegiate Athletics may further delegate authority in writing to other administrative officers as is appropriate and less than $25,000. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: For the Department of Athletics: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts (*excluding coaches' employment contracts),* **$100,000 and above** (not exceeding $500,000) that do not require approval by the UHS Board of Regents (as applicable), along with related documents	BOR Policy 55.01.3A; SAM 03.A.05	VP Intercollegiate Athletics and Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.

and instruments. ****Agreements with student-athletes less than $999,999 that do not require approval from the UHS Board of Regents, along with any related documents and instruments, as applicable.**		****Sr. VC/VP, Admin & Finance**	
CONTRACTS: For the Department of Athletics: Approve coaches' employment contracts ONLY up to $150,000. $150,000 and above coaches' employment contracts.	BOR 55.01; SAM 03.A.05	VP Intercollegiate Athletics and VC/VP, Legal Affairs/General Counsel VC/VP, Legal Affairs/General Counsel	
CONTRACTS: For the Division of Energy and Innovation: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of contracts **less than $100,000** that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	VP, Energy and Innovation	VP, Energy and Innovation may further delegate authority in writing to other administrative officers as is appropriate and less than $25,000. Such written delegations must be on file with the Office of Contract Administration.
CONTRACTS: For the Division of Energy and Innovation: Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts **$100,000 and above** (not exceeding $500,000) that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.	BOR Policy 55.01.3A; SAM 03.A.05	VP, Energy and Innovation and Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.

CONTRACTS: International Partnerships: Approves international partnership agreements involving formal academic cooperation between the component universities and educational institutions in other countries. The partnership supports interaction involving teaching, research, or exchange of students, faculty, scholars, and staff, may include a wide variety of areas, and may involve more than one component university or institution.	SAM 06.A.11	MUST BE APPROVED BY: Sr. VC/VP, AA/Provost, and Exec Dir, Institute for Global Engagement	Delegation is granted by the Chancellor/President to the University President to approve the creation, existence, and purpose of the international partnership. No further delegation of authority **ALLOWED**.
CONTRACTS: For Wortham House **ONLY**: Approve contracts for repairs to Wortham House **between $300,000 - $750,000**. _____ Contracts **between $500,000.01 - $750,000** for Wortham House repairs.	BOR 55.01; SAM 03.A.05	Sr. VC/VP, Admin & Finance Sr. VC/VP, Admin & Finance and VC/VP, Legal Affairs/General Counsel	
CONTINUING EDUCATION COURSES: Set fees for each continuing education course at your institution in an amount sufficient to permit your institution to recover the costs of providing the course.	BOR Policy 56.02	Sr. VC/VP, Admin & Finance and University Presidents	Sr, VC/VP, Admin & Finance, and University Presidents.
EXECUTIVE MANAGEMENT EMPLOYEES: Approve all faculty, professional, and administrative personnel actions and appointments for your university, except those classified as executive management employees.	BOR Bylaw 2.6; BOR Policy 57.10	Sr. VC/VP, Admin & Finance Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, Admin & Finance, and University Presidents may further delegate authority in writing to other administrative officers as is appropriate.

FISCAL AFFAIRS Approve business entertainment payments and reimbursements of administrators reporting directly to the Chancellor/President.	SAM 03.A.02	Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate. Sr. VC/VP, AA/Provost, will approve entertainment expenses/reimbursements for the Sr. VC/VP, Admin & Finance.
FISCAL AFFAIRS: Approve UH Foundation requests for disbursements from the Farish Fund.	SAM 03.A.10	Sr. VC/VP, Admin & Finance	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate.
FISCAL AFFAIRS: Approve and pay all institutionally controlled funds presented to the Comptroller of Public Accounts.	Title 34, Part 1, Texas Administrative Code	Current designees' names on file in Chancellor/ President's Office	
FOREIGN TRAVEL: Give prior written approval for international and domestic travel and the payment/reimbursement of associated travel expenses for faculty and staff.	BOR Policy 55.03; SAM 03.A.03	Sr. VC/VP, Admin & Finance Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, Admin & Finance, Sr. VC/VP, AA/Provost, and University Presidents may further delegate authority in writing to other administrative officers as appropriate.
FOREIGN TRAVEL: Approve international travel by UH employees/prospective employees if travel is paid from state-appropriated funds. Approve international travel by UH employees/prospective employees if travel is paid from a local (i.e., NOT state-appropriated) fund.	SAM 03.A.03	Sr. VC/VP, Admin & Finance Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate.
HUMAN RESOURCES: Administer a program within the UH System to allow employees to voluntarily transfer sick leave time they've earned to a sick leave pool to benefit-eligible employees suffering from catastrophic illnesses or injuries.	BOR Policy 57.09; SAM 02.D.02	Sr. VC/VP, Admin & Finance	

HUMAN RESOURCES: Review and approve recommendations for reductions-in-force.	SAM 02.A.06	VC/VP's University Presidents	
HUMAN RESOURCES: Approves Time Reporting & Absence Management (TRAM).	SAM.02.F.03	Sr. VC/VP, Admin & Finance Chief of Staff	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate.
HUMAN RESOURCES: Approve requests for extended sick leave.	SAM 02.D.01	Sr.VC/VP, Admin & Finance Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, Admin & Finance, Sr. VC/VP, AA/Provost, and University Presidents may further delegate authority in writing to other administrative officers as is appropriate.
HUMAN RESOURCES: Make determinations regarding emergency leaves and grant emergency leaves with or without pay.	Section 661.902, Texas Government Code SAM 02.D.04	Sr.VC/VP, Admin & Finance Sr. VC/VP, AA/Provost VC/VP's University Presidents Chief Audit Executive VP Intercollegiate Athletics	
MEMBERSHIP DUES FOR PROFESSIONAL ORGANIZATIONS: Pre-approve memberships or dues for professional organizations when the organization will be paid with state-appropriated funds.	Texas Government Code 2113.104 MAPP 04.01.03	Sr. VC/VP, Admin & Finance	
PHYSICAL PROPERTY: Administer a program within the UH System for the safekeeping and appropriate disposition of unclaimed or abandoned personal property found on university grounds.	BOR Policy 52.01; SAM 03.E.03	Sr. VC/VP, Admin & Finance	

PURCHASING: For the Department of Athletics: Approve certain Houston Athletic Foundation expenditures.	SAM 05.B.01	VP Intercollegiate Athletics	
PURCHASING: Approves memberships or dues for professional organizations that are paid with state-appropriated funds.	MAPP 04.01.03	Sr. VC/VP, Admin & Finance	
PURCHASING: Purchases **greater than $100,000** require an Authorization and Information Summary Sheet for purchase requisitions to be completed and approved with the completed purchase requisition.	SAM 03.B.01 MAPP 04.01.01	Sr. VC/VP, Admin & Finance (only for Athletics requisitions greater than $100,000 and all other requisitions greater than $300,000)	

[1] Senior Vice Chancellor/Vice President for Administration & Finance
[2] Vice Chancellor/Vice President for Legal Affairs/General Counsel
[3] University Presidents at component campuses (UH Clear Lake, UH Downtown)
[4] Vice Chancellor/Vice President