

Delegations of Authority for The University of Texas at El Paso*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
GIFTS : Delegation of authority to accept certain gifts (other than gifts of real property or outdoor works of art) in the amount of \$1,000,000 or less.	<i>Rule 60101, Section 3</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President for Advancement and Oversight Cynthia Vizcaino Villa, Vice President for Business Affairs	November 10, 2006
GIFTS OF SECURITIES: Delegation of authority to accept certain gifts of securities in the amount of \$1,000,000 or less.	<i>Rule 60101, Section 3</i>	Diana S. Natalicio, President	<u>U.T. System Office of External Relations:</u> Julia Lynch, Director of Gift Planning Services Jan Hopson, Associate Director of Gift Planning Services Charlotte Hambrick, Associate Director of Gift Planning Services Karyn Kondoff, Assistant Director of Gift Planning Services	June 16, 2005
GIFTS - IRS FORMS: Delegation of authority to execute necessary IRS forms 8283 and 8282 relating to gifts.	<i>Rule 60101, Section 6</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President for Advancement and Oversight Cynthia Vizcaino Villa, Vice President for Business Affairs	November 10, 2006
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Diane N. De Hoyos, Director of Purchasing and General Services	August 19, 2011
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements that grant an interest in intellectual property up to \$1,000,000 in value.	<i>Rule 10501, and 90105, Sections 1 & 3</i>	Diana S. Natalicio, President	Richard Aauto, Vice President for Institutional Advancement Cynthia Vizcaino Villa, Vice President for Finance and Administration	April 6, 2009

**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. Current as of 11/27/2012.*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements that grant an interest in intellectual property of \$500,000 or less in value.	<i>Rule 10501, and 90105, Sections 1 & 3</i>	Diana S. Natalicio, President	Roberto Osegueda, Vice Provost for Research	April 6, 2009
CONSTRUCTION PROJECTS AND 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 \$4,000,000.	<i>Rule 80403; Rule 10501, Section 2</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Diane De Hoyos, Director of Purchasing and General Services	October 18, 2010
CONSTRUCTION PROJECTS: Delegation of authority relating to new construction projects of \$500,000 or less and for repair and rehabilitation projects of \$500,000 or less.	<i>Rule 80403</i>	Diana S. Natalicio, President	Gregory McNicol, Associate Vice President for Business Affairs – Facilities Services	April 6, 2009
DESIGN DEVELOPMENT: Delegation to execute design development approvals and authorize expenditure of appropriated funds for institutionally managed, major repair and rehabilitation projects.	<i>Rule 80404, Section 4.1</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs	September 16, 2008
SPACE LEASE: Delegation of authority relating to space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Diane De Hoyos, Director of Purchasing and General Services	October 18, 2010

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services. Certain purchases with a cost of more than \$1,000,000 require approval of Board of Regents.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Diane De Hoyos, Director of Purchasing and General Services Assistant Director – Purchasing Agent Assistant Director – HUB Specialist Senior Buyers Buyers III Buyers II Buyers I	October 18, 2010
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, but not including contracts for consulting services for more than \$250,000.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Richard Aduato, Executive Vice President for Advancement and Oversight Diane De Hoyos, Director of Purchasing and General Services	October 18, 2010
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, but not including contracts for consulting services of \$25,000 or less.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Samuel Garcia, Jr., Assistant Director of Purchasing and General Services	November 24, 2010
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to execute and deliver contracts or agreements with System Administration or between or among institutions of U.T. System for resources or services.	<i>Rule 10501</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Victor M. Pacheco, Assistant Vice President for Business Affairs	August 19, 2011

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
SPONSORED PROJECTS – STATE, FEDERAL AND PRIVATE: Delegation of authority to execute and deliver state, federal and private contracts or proposals for sponsored projects.	<i>Rule 10501</i>	Diana S. Natalicio, President	Richard Adauto, Executive Vice President Junius Gonzales, Provost Roberto Osegueda, Vice President for Research Cynthia Vizcaino Villa, Vice President for Business Affairs Christian Meissner, Associate Vice President for Research	October 12, 2012
SPONSORED PROJECTS – PROPOSALS, CONTRACTS IN ELECTRONIC FORMAT: Delegation of authority to submit proposals and execute contracts in electronic format for sponsored projects through the Grant.gov electronic process.	<i>Rule 10501</i>	Diana S. Natalicio, President	Manuela Dokie, Assistant Vice President of Research and Compliance, Research and Sponsored Projects Teresa Almengor, Senior Research Administrator, Research and Sponsored Projects Tom Osteen, Research Administrator, Research and Sponsored Projects Maria Isela Hernandez, Research Administrator, Research and Sponsored Projects Irene Holguin, Research Administrator, Research and Sponsored Projects Sona Kumar, Research Administrator, Research and Sponsored Projects Juanita Morales-Castro, Manager, Research and Sponsored Projects	November 7, 2011
SPECIAL EVENT CONTRACT AMENDMENTS: Delegation of authority to execute and deliver special event contract amendments with a value of \$50,000 or less on event day during settlement only.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Jorge Vazquez, Interim Director of Special Events Victor Pacheco, Assistant Vice President for Business Affairs	July 15, 2010

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
ENTERTAINMENT CONTRACTS: Delegation of authority to execute and deliver Student Affairs entertainment contracts of \$1,000 or less.	<i>Rule 10501</i>	Diana S. Natalicio, President	Gary Edens, Interim Vice President for Student Affairs Cynthia Vizcaino Villa, Vice President for Business Affairs	September 1, 2011
COURTESY CAR AGREEMENTS: Delegation of authority to execute and deliver courtesy car agreements for use by the Athletics Department staff.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Robert W. Stull, Athletics Director	April 6, 2009
PHASED RETIREMENT AGREEMENTS: Delegation of authority to execute and deliver phased retirement agreements with faculty members.	<i>Rule 30202, Section 1</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs	April 6, 2009
ATHLETIC CONTEST AGREEMENTS: Delegation of authority to execute and deliver athletic contest agreements for individual athletic contests of \$50,000 or less.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Robert W. Stull, Athletics Director	April 6, 2009
EDUCATIONAL AFFILIATION AGREEMENTS: Delegation of authority to execute and deliver educational affiliation agreements.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Howard C. Daudistel, Interim Provost	September 1, 2010
HOTEL SERVICES CONTRACTS: Delegation of authority to execute and deliver contracts for hotel services of \$10,000 or less.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Alberto Lopez, Assistant Vice President for University Relations	April 6, 2009
CHALLENGE COURSE AGREEMENTS: Delegation of authority to execute and deliver contracts for use of the challenge course.	<i>Rule 10501</i>	Diana S. Natalicio, President	Gary Edens, Interim Vice President for Student Affairs Cynthia Vizcaino Villa, Vice President for Business Affairs	September 1, 2011
WEDNESDAY MUSIC CAFÉ AGREEMENTS: Delegation of authority to execute and deliver Wednesday Music Café agreements.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Cynthia Vizcaino Villa, Vice President for Business Affairs Victor Pacheco, Assistant Vice President for Business Affairs	July 15, 2010

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SEISMIC IMAGING STUDIES CONTRACTS: Delegation of authority to execute and deliver Seismic Imaging Studies Contracts a) with Consideration not to exceed \$5,000 per Shot Hole and not to exceed two (2) Shot Holes per Property, and b) without Consideration.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Steven H. Harder, Research Specialist, Geological Sciences Laura F. Serpa, Chair, Geological Sciences	November 29, 2011
AFFILIATION AGREEMENTS RE CLINICAL/PRACTICUM AGREEMENTS: Delegation of authority to execute and deliver education affiliation agreements relating to clinical/practicum agreements.	<i>Rule 10501, Section 5</i>	Diana S. Natalicio, President	Roberto Osegueda, Vice Provost for Research	November 24, 2010
VOLUNTEER EXPERIENCE AGREEMENTS: Delegation of authority to execute and deliver volunteer experience agreements and amendments.	<i>Rule 10501</i>	Diana S. Natalicio, President	Gary Edens, Interim Vice President for Student Affairs Cynthia Vizcaino Villa, Vice President for Business Affairs	September 1, 2011

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