

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

Board of Regents' Rules and Regulations	From	Delegate	Date of Delegation	
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts (as defined in Article 2, Section 6 of the UT System Gift Acceptance Procedures) other than gifts of real property or outdoor works of art to The University of Texas at El Paso made in cash or in kind in the amount of \$1,000,000 or less.	<i>Rule 60101, Section 5; UT System Gift Acceptance Procedures Article 2, Section 6</i>	Diana S. Natalicio, President	Richard Adatao, Executive Vice President and Interim Vice President for Business Affairs Howard C. Daudistel, Interim Provost and Vice President for Academic Affairs	May 29, 2015
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 certain IRS forms, including without limitation IRS Forms 8283 and 8282 relating to gifts.	<i>Rule 60101, Section 8 and Section 2</i>	Diana S. Natalicio, President	Richard Adatao, Executive Vice President and Interim Vice President for Business Affairs Howard C. Daudistel, Interim Provost and Vice President for Academic Affairs	May 29, 2015
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501</i>	Diana S. Natalicio, President	Richard Adatao, Executive Vice President and Interim Vice President for Business Affairs Diane N. De Hoyos, Assistant Vice President of Purchasing and General Services	August 31, 2016

**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 10-25-16, with the exception of certain Special Procedure Contracts, the Board approval threshold for UT El Paso is \$1 million, and the OGC threshold is \$500,000 (see Rule 10501 and UTS145). Delegation chart current as of 2/6/2018.*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
SPACE LEASE: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs Diane De Hoyos, Assistant Vice President of Purchasing and General Services	August 31, 2016
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</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs Diane De Hoyos, Director of Purchasing and General Services	May 29, 2015
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
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	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs Victor M. Pacheco, Assistant Vice President for Business Affairs	August 31, 2016

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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 the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs Diane De Hoyos, Assistant Vice President of Purchasing and General Services Benjamin A. Alvarez, Associate Director of Purchasing and General Services Erika D. Rosales, Assistant Director of Purchasing and General Services Procurement Analyst Buyers	August 31, 2016
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 for more than \$250,000.	<i>Rule 10501</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs Diane De Hoyos, Assistant Vice President of Purchasing and General Services	August 31, 2016
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 \$100,000 or less.	<i>Rule 10501</i>	Diana S. Natalicio, President	Benjamin A. Alvarez, Associate Director of Purchasing and General Services Erika D. Rosales, Assistant Director of Purchasing and General Services	May 29, 2015
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property up to \$1,000,000 in value. This delegation also 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 90101, Sections 15.1 & 15.3</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs	April 14, 2016

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property up to \$500,000 or less in value. This delegation also 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 90101, Sections 15.1 & 15.3</i>	Diana S. Natalicio, President	Roberto Osegueda, Vice President for Research	April 14, 2016
SPONSORED PROJECTS – STATE, FEDERAL AND PRIVATE CONTRACTS OR PROPOSALS: 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 and Interim Vice President for Business Affairs Howard C. Daudistel, Interim Provost and Vice President for Academic Affairs Roberto Osegueda, Vice President for Research Stephen Aley, Associate Vice President for Research	April 14, 2016

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Board of Regents’ Rules and Regulations		From	Delegate	Date of Delegation
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 Sona Kumar, Research Administration Manager, 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 Cory Brown, Research Administrator, Research and Sponsored Projects Antonio Garcia, Research Administrator, Research and Sponsored Projects Jonathan Macias, Research Administrator, Research and Sponsored Projects	April 14, 2016
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	Richard Aduato, Executive Vice President and Interim Vice President for Business Affairs	May 29, 2015
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
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, Vice President for Student Affairs Richard Aduato, Executive Vice President and Interim Vice President for Business Affairs	May 29, 2015

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
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	Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs	May 29, 2015
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</i>	Diana S. Natalicio, President	Howard C. Daudistel, Interim Provost and Vice President for Academic Affairs	May 29, 2015
EDUCATIONAL AFFILIATION AGREEMENTS RE CLINICAL/PRACTICUM AGREEMENTS: Delegation of authority to execute and deliver education affiliation agreements relating to clinical/practicum agreements.	<i>Rule 10501</i>	Diana S. Natalicio, President	Roberto Osegueda, Vice President for Research	May 29, 2015
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, Vice President for Student Affairs Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs	May 29, 2015
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
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, Vice President for Student Affairs Richard Aauto, Executive Vice President and Interim Vice President for Business Affairs	May 29, 2015

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Board of Regents' Rules and Regulations	From	Delegate	Date of Delegation	
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS AT EL PASO				
HOLIDAY SCHEDULE: Delegation of authority to approve annually the holiday schedule for the respective institutions.	<i>Rule 30201, Section 1</i>	Scott C. Kelley, Executive Vice Chancellor for Business Affairs	Presidents, The University of Texas	September 1, 2010
LANDLORD'S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT: Delegation of authority to execute and deliver Landlord's Consent to Modification of Existing Telecommunications Equipment. Delegate shall use template letter without material change in conformity with the instructions.	<i>Rule 70301, Part 2, Section 4; Rule 10501, Part 2, Section 6</i>	Kirk Tames, Executive Director of Real Estate	Chief Business Officer, U. T. El Paso	April 10, 2017
CAMPUS LEASES – UT EL PASO: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)	<i>Rule 70301; Rule 10501; UTS126; Article III, Section 51 Texas Constitution</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officer, U. T. El Paso	January 18, 2018

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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 (UT INSTITUTIONS EXCEPT M.D. ANDERSON): Delegation of authority to execute and deliver agreements settling certain claims, disputes, or litigation in the amount of \$20,000 or less that impact only your UT institution and no other UT institutions.	<i>Rule 10501</i>	Daniel H. Sharphorn, Vice-Chancellor and General Counsel	Chief Legal Officers – UT Institutions	September 21, 2016

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