

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 Section 7 of the UT System Gift Acceptance Procedures) other than securities, 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 Section 7</i>	Diana S. Natalicio, President	Richard Adatao, Executive Vice President Mark A. McGurk, Vice President for Business Affairs Benjamin Gonzalez, Vice President for Asset Management and Development	July 16, 2018
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, Associate Vice Chancellor for Development and Gift Planning Services Marcia Inger Navratil, Director of Gift Planning Services Charlotte Hambrick, Associate Director of Gift Planning Services	January 9, 2017
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	Mark A. McGurk, Vice President for Business Affairs Benjamin Gonzalez, Vice President for Asset Management and Development	July 16, 2018
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166; UTS167</i>	Diana S. Natalicio, President	Mark A. McGurk, Vice President for Business Affairs Diane N. De Hoyos, Assistant Vice President of Purchasing and General Services	July 16, 2018
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 Adatao, Executive Vice President Diane N. De Hoyos, Assistant Vice President of Purchasing and General Services	July 16, 2018

**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 2/4/2019.*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
NEW MINOR CONSTRUCTION PROJECTS AND MINOR 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 which are neither debt financed or determined by the Board of Regents to be architecturally significant.	<i>Rule 80403; Rule 10501</i>	Diana S. Natalicio, President	Richard Adatao, Executive Vice President Diane De Hoyos, Assistant Vice President of Purchasing and General Services	July 16, 2018
NEW CONSTRUCTION PROJECTS OF \$500,000 OR LESS AND FOR REPAIR AND REHABILITATION PROJECTS OF \$500,000 OR LESS: 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 construction projects of \$500,000 or less and minor repair and rehabilitation projects of \$500,000 or less.	<i>Rule 80403; Rule 10501</i>	Diana S. Natalicio, President	<u>\$500,000 or less</u> Gregory McNicol, Associate Vice President for Facilities Services	July 16, 2018
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 Adatao, Executive Vice President Victor M. Pacheco, Assistant Vice President for Administration	July 16, 2018

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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 Adatao, Executive Vice President Diane N. De Hoyos, Assistant Vice President of Purchasing and General Services Benjamin A. Alvarez, Director of Purchasing and General Services Erika D. Rosales, Director of Purchasing and General Services Procurement Analyst Buyers	July 16, 2018
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 Adatao, Executive Vice President Mark A. McGurk, Vice President for Business Affairs Diane N. De Hoyos, Assistant Vice President of Purchasing and General Services	July 16, 2018
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	<u>Up to \$100,000</u> Benjamin A. Alvarez, Director of Purchasing and General Services Erika D. Rosales, Director of Purchasing and General Services	September 1, 2016
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 Adatao, Executive Vice President	July 16, 2018

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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 Aduato, Executive Vice President Roberto Osegueda, Vice President for Research Stephen Aley, Associate Vice President for Research	January 21, 2019
SPONSORED PROJECTS – SUBMIT PROPOSALS AND EXECUTE 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 Sona Kumar, Research Administration Manager Research Administrators	July 16, 2018
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	July 16, 2018
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, for the purpose of adjusting the initial contract terms due to unforeseen circumstances or to ensure a fair settlement agreeable to both parties.	<i>Rule 10501</i>	Diana S. Natalicio, President	<u>\$50,000 or less</u> Jorge Vazquez, Executive Director of Special Events Victor M. Pacheco, Assistant Vice President for Administration	July 16, 2018
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	<u>\$1,000 or less</u> Gary Edens, Vice President for Student Affairs Richard Aduato, Executive Vice President	July 16, 2018

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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</i>	Diana S. Natalicio, President	James Senter, Athletics Director	December 11, 2017
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	Mark A. McGurk, Vice President for Business Affairs	July 16, 2018
ATHLETIC CONTEST AGREEMENTS: Delegation of authority to execute and deliver athletic contest agreements for individual athletic contests of \$50,000 or less. The total value of each athletic contest agreement shall be determined by all financial components of the agreement, including, but not limited to, game guarantees, entry fees, cancellation or forfeiture fees, hotel rooms and meals provided, complimentary tickets issued and visiting team travel expenses.	<i>Rule 10501</i>	Diana S. Natalicio, President	<u>\$50,000 or less</u> James Senter, Athletics Director	December 11, 2017
EDUCATIONAL AFFILIATION AGREEMENTS: Delegation of authority to execute and deliver educational affiliation agreements.	<i>Rule 10501</i>	Diana S. Natalicio, President	Richard Aauto, Executive Vice President	January 21, 2019
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. Authority extends only to contracts for hotel services including guest and conference room rentals and related support services such as catering and audio visual services required to support the event and provided by the hotel.	<i>Rule 10501</i>	Diana S. Natalicio, President	<u>\$10,000 or less</u> Estrella Escobar, Associate Vice President for External Relations Alberto Lopez, Assistant Vice President for University Relations	July 16, 2018
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	July 16, 2018

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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</i>	Diana S. Natalicio, President	Steven H. Harder, Research Specialist, Geological Sciences James Kubicki, Chair, Geological Sciences	August 1, 2015
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 Aduato, Executive Vice President	July 16, 2018
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 OR LICENSOR’S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT NOT INVOLVING THE ADDITION OF EQUIPMENT: Delegation of authority to execute and deliver Landlord’s or Licensor’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, Sections 4 and 10; Rule 10501</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officer, U. T. El Paso	January 16, 2019
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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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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