

Delegations of Authority for The University of Texas at San Antonio*

Board of Regents’ Rules and Regulations		From	Delegate	Date of Delegation
GIFTS: Delegation of authority to accept current purpose gifts, other than securities, to UTSA.	<i>Rule 60101; UT Gift Acceptance Procedures, Article 2, Section 6</i>	Dr. Ricardo Romo, President	Vice President for External Relations	November 9, 2012
GIFTS: Delegation of authority to accept current purpose gifts, other than securities, to UTSA, up to \$50,000 in gift value.	<i>Rule 60101; UT Gift Acceptance Procedures, Article 2, Section 6</i>	Dr. Ricardo Romo, President	<u>Up to \$50,000 in gift value:</u> Associate Vice President – Strategic Initiatives & Endowment Services	November 9, 2012
GIFTS: Delegation of authority to accept current purpose gifts, other than securities, to UTSA, up to \$50,000 in gift value.	<i>Rule 60101; UT Gift Acceptance Procedures, Article 2, Section 6</i>	Dr. Ricardo Romo, President	<u>Up to \$50,000 in gift value:</u> Executive Director for Operations and Gift Services	November 9, 2012
GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to UTSA.	<i>Rule 60101; UT System Gift Acceptance Procedures, Article 2, Section 6</i>	Dr. Ricardo Romo, President	<u>The University of Texas System Office of External Relations:</u> Associate Vice Chancellor for Development and Gift Planning Services Director of Development and Gift Planning Services Director of Endowment Compliance and Development Operations	November 9, 2012

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
IRS FORMS: Delegation of authority to execute necessary IRS forms relating to gifts.	<i>Rule 60101</i>	Dr. Ricardo Romo, President	Vice President for External Relations Associate Vice President – Strategic Initiatives & Endowment Services Executive Director for Operations and Gift Services	November 9, 2012
SPACE LEASES: Delegation of authority to execute and deliver space lease agreements for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501 and 70301; UTS126</i>	Dr. Ricardo Romo, President	Vice President for Business Affairs	July 1, 2015
SPACE LEASES: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less, for the purpose of leasing space for use by the institution for institutional purposes	<i>Rule 10501 and 70301; UTS126</i>	Dr. Ricardo Romo, President	Associate Vice President for Administration	April 27, 2015
CONSTRUCTION: 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 \$10,000,000.	<i>Rule 80403 and 10501</i>	Dr. Ricardo Romo, President	Vice President for Business Affairs	July 1, 2015
CONSTRUCTION: Delegation of authority to execute and deliver contracts with architects, engineers, and other professional service providers up to \$1,000,000 in value, and contracts for all construction projects and repair and renovation projects up to \$1,000,000 in value.	<i>Rule 80403 and 10501</i>	Dr. Ricardo Romo, President	Associate Vice President for Administration	April 27, 2015
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166 and UTS 167</i>	Dr. Ricardo Romo, President	Vice President for Business Affairs	April 27, 2015

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166 and UTS 167</i>	Dr. Ricardo Romo, President	Associate Vice President for Administration	April 27, 2015
CONTRACTS (EXTENDED ABSENCE): In the case of extended absence of the Vice President for Business Affairs, delegation of authority to execute and deliver contracts of any kind or nature up to \$1,000,000 in value, including contracts for the purchase of equipment, supplies, goods, and services. Extended absence means absence from the office for more than two (2) consecutive days.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$1,000,000</u> Vice President for Student Affairs	November 1, 2015
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature up to \$100,000 in value, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$100,000</u> Director of Business Contracts	June 1, 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.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	Vice President for Business Affairs	July 1, 2015
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, up to \$1,000,000 in value, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	Associate Vice President for Administration	April 27, 2015
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, up to \$15,000 in value, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$15,000</u> Richard Wollney, Jr., Contracts Manager	September 16, 2016

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Board of Regents' <u>Rules and Regulations</u>		From	Delegate	Date of Delegation
<p>CONTRACTS WITH ARCHITECTS, ENGINEERS, OTHER PROFESSIONAL SERVICES PROVIDERS, AND FOR CONSTRUCTION PROJECTS THAT ARE NEITHER DEBT FINANCED NOR DETERMINED BY THE BOARD OF REGENTS TO BE ARCHITECTURALLY SIGNIFICANT: Delegation of authority to (1) execute and deliver construction related contracts, agreements, and related contractual documents up to \$15,000 in value; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, up to \$15,000 in value, for all new minor construction projects and minor repair and rehabilitation projects.</p>	<p><i>Rule 80403; Rule 10501</i></p>	<p>Dr. Ricardo Romo, President</p>	<p><u>Up to \$15,000</u> Richard Wollney, Jr., Contracts Manager</p>	<p>September 16, 2016</p>
<p>CONTRACTS WITH ARCHITECTS, ENGINEERS, OTHER PROFESSIONAL SERVICES PROVIDERS, AND FOR CONSTRUCTION PROJECTS THAT ARE NEITHER DEBT FINANCED NOR DETERMINED BY THE BOARD OF REGENTS TO BE ARCHITECTURALLY SIGNIFICANT (EXTENDED ABSENCE): In the case of extended absence of the Vice President for Business Affairs, delegation of authority to execute and deliver contracts with architects, engineers, and other professional service providers up to \$1,000,000 in value, and contracts for all construction projects and repair and renovation projects up to \$1,000,000 in value. Extended absence means absence from the office for more than two (2) consecutive days.</p>	<p><i>Rule 80401; Rule 10501</i></p>	<p>Dr. Ricardo Romo, President</p>	<p><u>Up to \$1,000,000</u> Vice President for Student Affairs</p>	<p>November 1, 2015</p>

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CONTRACTS WITH ARCHITECTS, ENGINEERS, OTHER PROFESSIONAL SERVICES PROVIDERS, AND FOR CONSTRUCTION PROJECTS THAT ARE NEITHER DEBT FINANCED NOR DETERMINED BY THE BOARD OF REGENTS TO BE ARCHITECTURALLY SIGNIFICANT: Delegation of authority to (1) execute and deliver construction related contracts, agreements, and related contractual documents up to \$100,000 in value; and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, up to \$100,000 in value for all new minor construction projects and minor repair and rehabilitation projects.	<i>Rule 80403; Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$100,000</u> Director of Business Contracts	June 1, 2016
AGREEMENTS WITH FOREIGN ENTITIES: Delegation of authority to execute and deliver affiliation agreements, program agreements, and agreements of cooperation, including those with foreign entities.	<i>Rule 10501; UTS108</i>	Dr. Ricardo Romo, President	Provost and Vice President for Academic Affairs	January 14, 2016
AGREEMENTS WITH FOREIGN ENTITIES: Delegation of authority to execute and deliver: 1) academic affiliation agreements with foreign entities; 2) program agreements with foreign entities; and 3) agreements of cooperation with foreign entities.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	Senior International Officer	November 9, 2012
CONTRACTS FOR CERTAIN LIBRARY MATERIALS: Delegation of authority to execute and deliver contracts for the purchase or license of library books, library subscriptions, and other related library material.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	Dean of Libraries	November 9, 2012
STANDARD ENTERTAINER AGREEMENTS: Delegation of authority to execute and deliver entertainer agreements on the standard form approved by the Business Contracts Office without substantive change to terms and conditions, up to \$5,000	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$5,000</u> Barry McKinney, Associate Dean of Students and Director of Student Activities	June 1, 2016

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Board of Regents' <u>Rules and Regulations</u>		From	Delegate	Date of Delegation
STANDARD ENTERTAINER AGREEMENTS: Delegation of authority to execute and deliver entertainer agreements on the standard form approved by the Business Contracts Office without substantive change to terms and conditions, up to \$5,000	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$5,000</u> Herb Ganey, Director of the University Center	June 1, 2016
PURCHASE ORDERS (MULTIPLE TYPES): Delegation of authority to approve and deliver purchase orders for the routine purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	Director of Purchasing and Distribution Services	May 1, 2016
PURCHASE ORDERS (MULTIPLE TYPES): Delegation of authority to approve and deliver purchase orders up to \$1,000,000 for the purchase of equipment, supplies, goods, services, and renovation and construction.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	Lane Brinson, Assistant Director of Purchasing <i>(Noted as UTSA's primary procurement officer)</i>	October 15, 2012
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders up to an amount set by the primary procurement officer, but not to exceed \$150,000, for the purchase of equipment, supplies, goods, services.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Up to \$150,000:</u> Senior Procurement Specialists reporting within the Purchasing Office	June 1, 2016
PURCHASE ORDERS: Delegation of authority to approve and deliver purchase orders up to an amount set by the primary procurement officer, but not to exceed \$100,000, for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Dr. Ricardo Romo, President	<u>Not to exceed \$100,000:</u> Purchasing Office Buyers <i>(Reports to the primary procurement officer)</i>	October 15, 2012
NEPOTISM DISCLOSURE STATEMENTS: Delegation of authority to review and provide written acknowledgement of Nepotism Disclosure Statements for Purchasing Personnel.	<i>Section 2262.004, Texas Govt. Code; UT System OGC Bulletin 2012-3</i>	Dr. Ricardo Romo, President	Provost and Vice President for Academic Affairs	May 1, 2016

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DIR ACCESSIBILITY RULES EXCEPTIONS: Delegation of authority to approve exceptions to certain rules and regulations promulgated by the Texas Department of Information Resources (DIR) relating to accessibility of electronic and information resources (EIRs) by disabled persons.	<i>Title 1, Chapter 206, Rule 206.70 Texas Admin. Code; Title 1, Chapter 213 Texas Admin. Code; UTS150</i>	Dr. Ricardo Romo, President	Vice President for Business Affairs	January 20, 2016
FOREIGN TRAVEL: Delegation of authority to approve foreign travel to be funded by institutional accounts.	<i>Section 660.024 Texas Govt. Code</i>	Dr. Ricardo Romo, President	Provost and Vice President for Academic Affairs	November 9, 2012
FOREIGN TRAVEL: Delegation of authority to approve foreign travel to be funded by institutional accounts.	<i>Section 660.024 Texas Govt. Code</i>	Dr. Ricardo Romo, President	Senior International Officer	November 9, 2012
USE OF FACILITIES FOR JOINT SPONSORSHIPS AT UTSA MAIN CAMPUS: Delegation of authority to approve use of University facilities by outside groups at the UTSA Main Campus.	<i>Rule 80105</i>	Dr. Ricardo Romo, President	Vice President for Business Affairs	November 9, 2012
USE OF FACILITIES FOR JOINT SPONSORSHIPS AT UTSA MAIN CAMPUS: Delegation of authority to approve use of University facilities by outside groups at the UTSA Main Campus.	<i>Rule 80105</i>	Dr. Ricardo Romo, President	Vice President for Student Affairs	November 9, 2012
USE OF FACILITIES FOR JOINT SPONSORSHIPS AT UTSA DOWNTOWN CAMPUS: Delegation of authority to approve use of University facilities by outside groups at the UTSA Downtown Campus.	<i>Rule 80105</i>	Dr. Ricardo Romo, President	Vice President for Community Services	November 9, 2012

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USE OF FACILITIES FOR JOINT SPONSORSHIPS AT UTSA DOWNTOWN CAMPUS: Delegation of authority to approve use of University facilities by outside groups at the UTSA Downtown Campus.	<i>Rule 80105</i>	Dr. Ricardo Romo, President	Vice Provost for UTSA Downtown and Academic and Facility Support	November 9, 2012
USE OF FACILITIES FOR JOINT SPONSORSHIPS AT UTSA HEMISFAIR PARK CAMPUS: Delegation of authority to approve use of University facilities by outside groups at the UTSA HemisFair Park Campus.	<i>Rule 80105</i>	Dr. Ricardo Romo, President	Vice President for Community Services	November 9, 2012
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS AT SAN ANTONIO				
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. San Antonio	April 10, 2017
CAMPUS OFFICE LEASES – UT SAN ANTONIO: Delegation of authority to execute and deliver campus office leases.	<i>Rule 70301, Part 2, Section 4 and Rule 10501, Part 2, Section 6</i>	Kirk Tames, Executive Director of Real Estate	Chief Business Officer, U T San Antonio	September 25, 2014

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FACILITY USE AGREEMENT – U.T. SAN ANTONIO: Delegation of authority to execute and deliver facility use agreements.	<i>Rule 70301, Part 2, Section 4 and Rule 10501, Part 2, Section 6</i>	Kirk Tames, Executive Director of Real Estate	Chief Business Officer, U.T. San Antonio	September 25, 2014
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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