**Authority to execute and deliver contracts and agreements of any kind or nature (Rule 10501):**

**[*Note:*** Rule 10501 of the Regents’ Rules delegates very broad contracting authority to the Chancellor and the chief administrative officers. It includes all purchasing authority. It is important that you delegate authority for routine purchases using purchase orders to the purchasing official at your institution.

You may also wish to delegate specific contracting authority to other employees and broad contracting authority to the chief business officer. Some institutions may have a small purchase program under which many people are allowed to make small purchases. You will need to delegate *specific* contracting authority for a limited dollar amount (not to exceed the amount authorized by the small purchase program) to those people.

*Please note that this template also includes optional language for superseding a prior delegation of authority. Use this optional language if the delegation supersedes one or more existing delegations.***]**

**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: **[Delegating Officer]**

SUBJECT: Delegation of Authority to Execute and Deliver Contracts

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I appoint you as my delegate to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, pursuant to authority granted in Rule 10501 of the Regents' Rules and Regulations.

To comply with Rule 10501 of the Regents' Rules, certain contracts that (1) are of such significance as to require the prior approval of the Board of Regents, *or* (2) have a value of more than $1,000,000, must be approved by the Board of Regents prior to execution, or contain an appropriate limitation like the following statement:

This contract is not effective until approved by the Board of Regents of The University of Texas System.

Under Rule 10501, Section 2.1 of the Regents’ Rules,

all authority to execute and deliver contracts is subject to the Regents’ Rules and compliance with all applicable laws and special instructions or guidelines issued by the Chancellor, an Executive Vice Chancellor, or the Vice Chancellor and General Counsel. Please ensure that you comply with the Regents' Rules, laws, special instructions and guidelines relevant to this delegation of authority.

*You are not authorized to further delegate the authority granted to you pursuant to this memorandum.*

**[*Optional Language:***This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_, relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**]**

cc: Dana L. Hollingsworth