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## Current Delegation Process

Under TX Education Code § 105.108, the UNT System Board of Regents has authority to enter into contracts and delegates the authority directly to:

Chancellor and the Deputy Chancellor for System Administration

- Any Contract value authority for the System

UNT System Institution Presidents & CFOs

- Any Contract value for their respective Institutions

Vice Chancellor and General Counsel

- Contracts valued at less than \$1mil related to legal services

Chief Internal Auditor

- Contracts valued at less than \$1mil related to audit services

## Further Delegation

Per Regent Rule 03.910, the signature authority delegated under Regents Rule 03.902 may be further delegated. Delegations must be in writing, clearly state the extent of the authority delegated, and state if and to what extent the authority may be further delegated. A delegation must be retained by the delegator, and a copy must be provided to the Office of General Counsel.

## Before you sign

- The delegation for CONTRACTS is separate and different from delegations/authorizations for DeptIds.
- UNT System Administration, UNT, UNT Health Science Center, and UNT Dallas institutions are agencies of the State of Texas.
- All contracts must be approved and executed by individuals with appropriate authority to bind the UNT institutions, regardless of whether the contract requires legal review.

# Delegation of Authority to Sign Contracts for UNT System Administration, UNT, UNT Health Science Center, and UNT Dallas

Current Delegation Process

Duties As A Delegated Signor

Highlights from Resources

Contact Info

*training for officers and employees authorized to execute contracts for the institution or to exercise discretion in awarding contracts*

### Before You Sign...

Procurement Method

Contract

- Procurement Method
  - When a contract involves an expenditure, the Procurement Method (formal and informal bids, solicitations, PCARD, and Purchase Orders) must comply with State of Texas law.
- Contract
  - All contracts must comply with State of Texas requirements, and adhere to the requirements of the Regents Rules and the applicable policies of the System and Campuses.

## DUTIES AS A DELEGATED SIGNER

- Complete the annual UNT System Administration Ethics and Standards of Conduct training in [UNT Bridge](#) or [LearnHSC](#).
- You cannot sign an agreement where you may have an undisclosed financial interest in the agreement. The disclosure must be submitted for review to assess any potential conflict of interest and to determine the appropriate course of action to ensure fairness and integrity in the Institution's transactions. Resource: <https://finance.untsystem.edu/procurement/conflict-interest-purchasing-and-contracting.php>

## DUTIES AS A DELEGATED SIGNER

- The Delegated signer is responsible for ensuring authority is exercised in compliance with applicable conditions and restrictions detailed in [Regent Rule 3.9 Delegation of Authority for Contracts and Agreements](#), the [UNTS Office of General Counsel \(OGC\) Contract Management Handbook](#), the [UNTS Procurement Guide](#) and the [Technology Risk Assessment Program](#) before signing a contract.
- You may be personally liable if you sign an agreement that does not comply with all of the rules, laws and policies.

Questions?



UNTS Procurement

- <https://finance.untsystem.edu/procurement/index.php>

UNTS Office of General Counsel

- <https://www.untsystem.edu/offices/general-counsel/index.php>

UNTS Office of Contract Administration

- UNTS: <https://finance.untsystem.edu/contract-administration/index.php>

• HSC:

- <https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Contract-Administration.aspx>

Information Technology

- <https://technology.untsystem.edu/divisions/citc/it-compliance/technology-risk-assessment-program.php>

Link to PowerPoint training:

[https://finance.untsystem.edu/contract-administration/images/unts\\_delegation\\_of\\_authority\\_to\\_sign\\_contracts\\_training\\_aug\\_2024\\_web.ppsx](https://finance.untsystem.edu/contract-administration/images/unts_delegation_of_authority_to_sign_contracts_training_aug_2024_web.ppsx)