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 Administration 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 delegee, 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

Training for officers and employees authorized to execute contracts for the institution or to exercise discretion in awarding contracts.

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

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

Link to PowerPoint training: