

Delegations of Authority for The University of Texas at El Paso*

Board of Regents' Rules and Regulations	Delegate	Date of Delegation	
GIFTS: Delegation of authority to accept current purpose gifts (other than securities, gifts of real property or outdoor works of art) in the amount of \$1,000,000 or less.	<i>Rule 60101, Section 5</i> <i>Section 7 of UT System Gift Acceptance Procedures</i>	<i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Jake Logan, Vice President for Institutional Advancement</i>	May 29, 2020
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 5</i> <i>Section 7 of UT System Gift Acceptance Procedures</i>	<u><i>U.T. System Office of External Relations:</i></u> <i>Randa S. Safady, Ph.D., Vice Chancellor of External Relations, Communications and Advancement Services</i> <i>Andria Brannon, Associate Vice Chancellor for Advancement Services</i>	February 18, 2021
GIFTS – IRS FORMS: Delegation of authority to execute necessary IRS forms 8282 and 8283 relating to gifts.	<i>Rule 60101, Section 2</i> <i>Section 3.6 of UT System Gift Acceptance Procedures</i>	<i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Jake Logan, Vice President for Institutional Advancement</i>	May 29, 2020
BANKING SERVICES: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501, Section 2.1</i> <i>UTS 166 & 167</i>	<i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Diane N. De Hoyos, Associate Vice President of Purchasing and General Services</i>	May 29, 2020
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>	<i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Guadalupe Valencia-Skanes, Senior Associate Vice President for Business Affairs and Deputy Chief Financial Officer</i>	May 15, 2023

**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.*

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SPACE LEASE: Delegation of authority relating to space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i> <i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Diane N. De Hoyos, Associate Vice President of Purchasing and General Services</i>	May 29, 2020
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services. Certain purchases with a cost of more than \$1,000,000 require approval of the Board of Regents.	<i>Rule 10501</i> <i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Diane N. De Hoyos, Associate Vice President of Purchasing and General Services</i> <i>Benjamin A. Alvarez, Director of Purchasing and General Services</i> <i>Erika D. Rosales, Director of Purchasing and General Services</i> <i>Procurement Analyst</i> <i>Buyers</i>	July 9, 2020
CONTRACTS OF \$100,000 OR LESS: Delegation of authority to execute and deliver contracts of any kind or nature, but not including contracts for consulting services, of \$100,000 or less.	<i>Rule 10501</i> <i>Benjamin A. Alvarez, Director of Purchasing and General Services</i> <i>Erika D. Rosales, Director of Purchasing and General Services</i>	May 29, 2020
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, but not including contracts for consulting services for more than \$250,000.	<i>Rule 10501</i> <i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Guadalupe Valencia-Skanes, Senior Associate Vice President for Business Affairs and Deputy Chief Financial Officer</i> <i>Diane N. De Hoyos, Associate Vice President of Purchasing and General Services</i>	May 15, 2023
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, Section 2.7</i> <i>Mark A. McGurk, Vice President for Business Affairs</i>	May 29, 2020

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SPONSORED RESEARCH – STATE AND FEDERAL: Delegation of authority to execute and deliver state and federal contracts or proposals for sponsored research.	<i>Rule 10501 Section 2.1</i> <i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Ahmad M. Itani, Vice President for Research</i> <i>Guadalupe Gomez, Assistant Vice President for Research Administration</i>	April 17, 2024
SUBMIT PROPOSALS AND EXECUTE CONTRACTS IN ELECTRONIC FORMAT FOR SPONSORED PROJECTS: Delegation of authority to submit proposals and execute contracts in electronic format for sponsored projects through the Grant.gov electronic process.	<i>Rule 10501 Section 2.1</i> <i>Guadalupe Gomez, Assistant Vice President for Research Administration</i> <i>Cory Brown, Director of Sponsored Projects</i> <i>Research Administrators</i>	April 17, 2024
HOTEL SERVICES OF \$10,000 OR LESS: Delegation of authority to execute and deliver contracts for hotel services of \$10,000 or less.	<i>Rule 10501</i> <i>Minerva Caraveo, Assistant Vice President for University Relations</i>	May 5, 2023
CHALLENGE COURSE AGREEMENTS: Delegation of authority to execute and deliver contracts for use of the challenge course.	<i>Rule 10501</i> <i>Catie McCorry Andalis, Vice President for Student Affairs</i>	November 8, 2023
STUDENT AFFAIRS ENTERTAINMENT CONTRACTS OF \$5,000 OR LESS: Delegation of authority to execute and deliver Student Affairs entertainment contracts of \$5,000 or less.	<i>Rule 10501</i> <i>Catie McCorry Andalis, Vice President for Student Affairs</i>	November 8, 2023
VOLUNTEER EXPERIENCE AGREEMENTS: Delegation of authority to execute and deliver Volunteer Experience Agreements and amendments.	<i>Rule 10501</i> <i>Catie McCorry Andalis, Vice President for Student Affairs</i>	November 8, 2023
EDUCATIONAL AFFILIATION AGREEMENTS: Delegation of authority to execute and deliver educational affiliation agreements.	<i>Rule 10501</i> <i>John Wiebe, Vice President for Academic Affairs</i>	May 29, 2020

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PHASED RETIREMENT AGREEMENTS: Delegation of authority to execute and deliver phased retirement agreements with faculty members.	<i>Rule 30202, Section 1</i> <i>Mark A. McGurk, Vice President for Business Affairs</i>	May 29, 2020
COURTESY CAR AGREEMENTS: Delegation of authority to execute and deliver courtesy car agreements for use by the Athletics Department staff.	<i>Rule 10501</i> <i>James Senter, Athletics Director</i>	May 29, 2020
ATHLETIC CONTEST AGREEMENTS: Delegation of authority to execute and deliver athletic contest agreements of \$50,000 or less.	<i>Rule 10501</i> <i>James Senter, Athletics Director</i>	May 29, 2020
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements with corporate sponsors and agreements that grant an interest in intellectual property up to \$500,000 in value.	<i>Rule 10501, and 90101, Sections 15.1 & 15.3</i> <i>Ahmad M. Itani, Vice President for Research</i>	May 5, 2023
EDUCATION AFFILIATION AGREEMENTS RELATING TO CLINICAL / PRACTICUM AGREEMENTS: Delegation of authority to execute and deliver educational affiliation agreements relating to clinical / practicum agreements.	<i>Rule 10501</i> <i>Ahmad M. Itani, Vice President for Research</i> <i>John Wiebe, Vice President for Academic Affairs</i> <i>Stephen Aley, Associate Vice President for Research</i>	May 9, 2023
CONSTRUCTION PROJECTS: Delegation of authority relating to new minor construction projects and minor repair and rehabilitation construction 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</i> <i>Mark McGurk, Vice President for Business Affairs</i> <i>Diane N. De Hoyos, Associate Vice President of Purchasing and General Services</i>	May 29, 2020
CONSTRUCTION PROJECTS: Delegation of authority relating to new construction projects of \$500,000 or less and for repair and rehabilitation projects of \$500,000 or less.	<i>Rule 80403</i> <i>Guadalupe Valencia-Skanes, Senior Associate Vice President for Business Affairs and Deputy Chief Financial Officer</i>	June 1, 2023

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SPECIAL EVENT CONTRACT AMENDMENTS: Delegation of authority to execute and deliver special event contract amendments executed on event day during settlement only of \$50,000 or less.	<i>Rule 10501</i> <i>Mark A. McGurk, Vice President for Business Affairs</i> <i>Jorge Vazquez, Executive Director of Special Events</i>	September 2, 2020
SEISMIC IMAGING STUDIES: Delegation of authority to execute and deliver: 1) Seismic imaging studies contracts with consideration not to exceed \$5,000 per shot hole and not to exceed two (2) shot holes per property, and 2) Seismic imaging studies contracts without consideration	<i>Rule 10501</i> <i>James Kubicki, Chair, Geological Sciences</i> <i>Galen Kaip, Director, Seismic Source Facility</i>	June 8, 2020
FACILITY USE AGREEMENTS: Delegation of authority to execute and deliver facility use agreements to include amendments	<i>Rule 80106</i> <i>Rule 70301, Part 2, § 4</i> <i>Rule 10501, Part 2, § 6</i>	July 16, 2018
OFFICE LEASES: Delegation of authority to execute and deliver campus office leases to include amendments	<i>Rule 80106</i> <i>Rule 70301, Part 2, § 4</i> <i>Rule 10501, Part 2, § 6</i>	July 16, 2018
EXISTING TELECOMMUNICATIONS EQUIPMENT: Delegation of authority to execute and deliver Landlord's consent to modification of existing telecommunications equipment	<i>Rule 70301, Part 2, § 4</i> <i>Rule 10501, Part 2, § 6</i>	July 16, 2018

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