





Revised on: 3/20/2006

**Texas A&M Agriculture\***  
**Table of Delegated Authority**

HR Mgr (BH, LE, JK, DB, JH)	Purchasing Dir. (DS)	Unit Designee	Cash Management (MR, CM)	Fin. Mgmt. Sup. Acct. (KP)	Coord. of Mgmt Info (WRW)	Asst. Dean - Admin. (DD)	Mgr. Accounting Services (SYK)	Workstation Mgr. (LL)	Asst. Dir. - Ag HR (SS)	Asst. Dir. - Fiscal Services (MMe)	Asst. Dir. - Budget & Rplng (RWJ)	Asst. Dir. Res. Admin (DG)	Asst. Vice Chan. - Admin Serv. (JF)	Assoc. Agency Dir. - TCE (RS, JW, KS, MC)	Dep. Assoc. Dir. (BM/C)	Assoc. Dir. - TAES (WAD, MAH)	Exec. Assoc. Dir. (MH)	Exec. Assoc. Dean (AGN)	Deputy Vice Chan. (FRC)
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I authorize these individuals to approve the following documents in accordance with review policy for their respective agency level of responsibility.

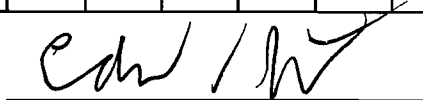
Leave Requests	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daily Deposits																		X	
Positive Pay (PosPay)																		X	
EPA	X	X	X	X	X	X	X		X	X									X
Employment Offer Letter	X	X	X	X		X	X							X					
New Position Request <sup>1</sup>	X	X	X	X	X	X	X							X					
Reclassification, Promotions Request	X	X	X	X		X	X							X					
Pay Increase Requests (Memo's)	X	X	X	X		X	X							X					
Position Authorization/Description	X	X	X	X	X	X	X							X					
Request to Terminate Employment	X	X	X	X		X	X							X					
Request to Employ Foreign National														X					
Outside Consultant/Employment Request	X	X	X	X	X	X								X					
Evidence of Insurability														X					
Sick Leave Pool Request	X	X	X	X	X		X							X					
Special Leave Request	X	X	X	X	X		X							X					

<sup>1</sup>Associate Directors, TCE have approval for Non-Faculty positions only.

03/22/06  
Date

  
Dr. Elsa A. Murano

3/23/06  
Date

  
Dr. Edward G. Smith

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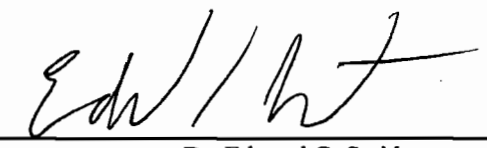
Partial Pay Request			X			X			X	X	X									
Duplicate Check Request						X			X	X	X									
Budget Verification Documents									X	X	X									
Hourly Payroll Preparation Reports									X	X	X									
Supplemental Payroll Document									X	X	X									
Savings Bond Purchase for Employees									X				X							
TAMUS Form C-1 Construction Project Appropriation	X	X		X																
TAMUS Form C-10 Bid Tabulation Rpt. & Contract Award	X	X		X			X													
POR - Program of Requirements	X	X		X			X													
C-5 Construction Contract	X	X		X			X													
Contract for Architect/Engineer Services	X	X		X			X													
Reports to: State Agencies, Federal Agencies, TAMUS	X	X	X	X			X	X	X	X	X	X								X
Federal Time & Effort Reporting																				X

\* Includes TAES and TCE unless noted below

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Dr. Elsa A. Murano

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