



Affiliation Agreement  
between  
Prairie View A&M University  
and  
Prairie View A&M Foundation,  
an Independent Fundraising Organization

This Affiliation Agreement is between Prairie View A&M University (the "University"), and Prairie View A&M Foundation (the "Foundation") and is effective on the 16th day of April, 2020 (the "Effective Date").

The University is an institution of higher education, a member of The Texas A&M University System (the "A&M System") an agency of the State of Texas. The Foundation is organized for the primary purpose of financially supporting the University in order to further the purposes, duties, and missions of the University. The parties intend that the Foundation serve an independent affiliated fundraising organization, as described in A&M System Regulation 60.01.01, Association with Affiliated Organizations.

The parties agree as follows:

**1. The Foundation's Role and Responsibilities**

- 1.1. The Foundation shall exercise its best efforts to secure gifts, grants, conveyances, devises, and bequests of funds and property for the benefit of the University. The Foundation shall design and implement programs and procedures approved by the University to solicit and receive such funds and property to further the purposes of the Foundation which benefit the University. The Foundation shall plan, direct, coordinate, and conduct fund raising from private sources.
- 1.2. The Foundation shall communicate and coordinate activities with the University. The Foundation shall conduct its activities for the benefit of the University and consistent with the University's academic plans and strategic initiatives.  
The Foundation shall:
  - a. Solicit or accept gifts, grants, conveyances, devises, bequests, or otherwise from any source for a use specified by the donor, provided they are consistent with the University's mission and vision;
  - b. Provide expertise and assistance to University administration, faculty, staff, and University constituents on development and fund raising projects;
  - c. Conduct publicity and publication programs in support of its development efforts and fund raising;

- d. Engage in solicitation activities which include mailings, events, programs and activities for the University; and
  - e. Process, acknowledge, and accept all gifts and charitable sponsorships from private sources received by the Foundation .
- 1.3. The Foundation shall comply with all applicable federal and state laws. For this purpose, the Foundation shall establish rules and procedures reasonably acceptable to the University for managing its business and affairs in accordance with the requirements for tax-exempt organizations under the Internal Revenue Code and the laws of the State of Texas, including:
    - a. An ethics and conflicts of interest policy applicable to the Foundation's directors and employees; and
    - b. Investment policies consistent with the Uniform Prudent Management of Institutional Funds Act, Chapter 163, Texas Property Code.
  - 1.4. The Foundation shall accept, hold, administer, invest, and disburse funds and property as may be given to it according to the terms of each gift, provided, however, the Foundation may not accept any restricted or conditional gift which obligates the University without the prior written consent of the University.
  - 1.5. The Foundation shall make contributions, grants, gifts, and transfers of property to or for the benefit of the University.
  - 1.6. The Foundation shall use all assets and earnings of the Foundation for the benefit of the University and for payment of necessary and reasonable administrative expenses of the Foundation.
  - 1.7. The Foundation may only charge fees to the University or against gifts to the University, consistent with A&M System Policy 60.03, Approval of Fees for Affiliated Fund-Raising Organizations.
  - 1.8. The Foundation shall provide an annual report regarding the Foundation's activities, investment and fundraising results, and finances to the University, including, upon request, a presentation to the A&M System Board of Regents, in a format reasonably acceptable to the University.
  - 1.9. Financial statements and audits
    - a. The Foundation shall engage a reputable independent accounting firm to annually audit its financial statements.
    - b. The Foundation shall provide its annual financial statements, including the management letter, to the University's chief financial officer within 30 days following completion of the audit.
    - c. The Foundation's financial statements shall include the following performance ratios:
      1. Administrative ratio: General and administrative costs/Total expenses;
      2. Funding cost ratio: Fundraising expenses/Contributions;
      3. Support ratio: Funds back to the University/Total expenses; and
      4. Other performance measures reasonably requested by the University
    - d. The A&M System chief financial officer may grant an exception to the requirements of Section 1.9(a) if the Foundation's assets total less than \$100,000 and the cost of the audit would create a hardship for the Foundation. In such case, the Foundation shall annually certify as to the segregation of duties and appropriate controls over cash receipts, disbursements, and security of information systems.
  - 1.10. The Foundation shall cooperate fully with any request for access to the Foundation's records, property, or personnel by the University, the A&M System,

or the designee of either as necessary to ensure compliance with the law, A&M System policy, and this Agreement.

## **2. The University's Role and Responsibilities**

- 2.1. The University shall work closely with the Foundation and assume a prominent role in fund raising activities.
- 2.2. The University shall communicate the University's priorities, long-term plans, and strategic initiatives to the Foundation.
- 2.3. The University shall use any funds or property received from the Foundation in accordance with any conditions imposed by the donors, within the limits of the law and consistent with the terms of this Agreement and the policies of the A&M System.
- 2.4. The University may make available to the Foundation appropriate personnel, facilities or other support provided that the Foundation reimburses the University as provided under Articles 3 and 4.

## **3. Use of University Services**

- 3.1. The Foundation may use the services of University employees as follows.
  - a. Clerical services associated with research and purchases of items associated with the development account housed at the University - Account No. 558107
  - b. Clerical services associated with coordination of space needs as requested
- 3.2. The Foundation shall reimburse the University for any such services, and may not directly pay or otherwise monetarily enrich a University employees except as provided under Section 6.2.

## **4. Use of University Property**

The Foundation may not use University property unless the terms of such use and reimbursement are provided in a separate written agreement between the parties.

## **5. Relationship and Limitations**

- 5.1. This Agreement does not create a partnership or joint venture between the University and the Foundation. Neither party may bind the other or otherwise act in any way as the representative of the other, unless otherwise expressly agreed to in a writing signed by authorized representatives of both parties before any such act or representation. The Foundation may not represent itself as the University's agent for any purpose to any party or to allow any Foundation employee to do so unless specifically authorized, in advance and in writing, to do so by the University, and then only for the limited purpose stated in such authorization.
- 5.2. Any provision of this Agreement that conflicts with a law or regulation of the United States or the State of Texas or an A&M System policy or regulation is null and void to the extent of the conflict.

## **6. Representation on the Foundation Board**

- 6.1. The University may appoint an ex-officio, non-voting member of the Foundation's governing board.
- 6.2. The Foundation may not provide any salary, benefits, or other compensation or monetary enrichment to the board member but the Foundation may reimburse the board member for his or her actual expenses incurred in board service to the extent consistent with the Foundation's policies and the University's rules. The Foundation shall report any such reimbursement to the University.
- 6.3. The Foundation may not permit any other University employee to serve on the Foundation's governing board.

## **7. Use of the University Name**

- 7.1. The Foundation acknowledges that the University owns the trademark and all other rights in the name "Prairie View A&M University" (the "University Name").
- 7.2. The University grants the Foundation a nonexclusive, nontransferable license to use the University Name as part of its corporate name and to use the University Name in connection with its fundraising activities, so long as all solicitation materials are reviewed and approved by the University prior to their use.
- 7.3. The University does not grant any rights or licenses to the Foundation as to any trademark, service mark, name, or logo of the University other than the University Name. The University may extend or revoke this license at any time with or without cause, in its entirety or as to particular uses of the University Name by the Foundation.
- 7.4. The Foundation may not at any time:
  - a. Use any colorable imitation or variant form of the University Name;
  - b. Take any action that would bring the University Name into public disrepute;
  - c. Take any action that would tend to destroy or diminish the University's goodwill in the University Name; or
  - d. Challenge, contest, impair, invalidate, or take any action tending to impair or invalidate the University's rights in the University Name.

## **8. Term and Termination**

- 8.1. This Agreement commences on the Effective Date remains in effect for five years unless terminated as provided in this Article 8.
- 8.2. Either party may terminate this Agreement for convenience upon 180 days written notice to the other.
- 8.3. Either party may terminate this Agreement effective upon written notice to the other if the other party breaches any of the terms of this Agreement and fails to cure the breach within 30 days after receiving written notice of the breach. If the breach is incurable, the non-breaching party may terminate this Agreement effective immediately upon written notice to the breaching party.
- 8.4. Upon termination of this Agreement, the Foundation shall:
  - a. Cease to use the University Name to solicit donations or for any other purpose and may not represent to alumni, donors, or the general public that the Foundation is affiliated with the University;

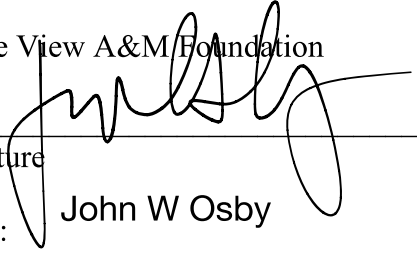
- b. Provide an accounting to the University of all funds and assets held by the Foundation;
- c. Transfer to the University or to another entity designated by the University all funds and assets donated to the Foundation (or acquired with funds donated to the Foundation) donated to the Foundation because of its association with the University. The parties shall presume all funds and assets donated to the Foundation during the term of this Agreement and any predecessor agreement were donated to the Foundation because of its association with the University.

## 9. General Provisions

- 9.1. The substantive laws of the State of Texas (and not its conflicts of law principles) govern all matters arising out of or relating to this Agreement and all of the transactions it contemplates. Venue for any claim arising out of or relating to this Agreement and all of the transactions it contemplates is as provided under Texas law.
- 9.2. Any notices required or permitted under this Agreement will be deemed given (a) three business days after it is sent by certified or registered mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by facsimile or email transmission with confirmation of transmission and receipt, if sent during the recipient's normal business hours and if not, on the next business day, or (d) on the date of delivery if delivered personally, in each case, addressed to the intended recipient at the address below or such other address as the intended recipient may specify in writing:
  - a. University: 151 L.W. Minor Street, Prairie View, TX 77446
  - b. Foundation: 6436 Fannin St Room 112, Houston, TX 77030
- 9.3. This Agreement contains the entire understanding of the parties as to the matters contained in this Agreement, and supersedes all other written and oral agreements between the parties as to those matters. The parties may execute other contracts, but those will not alter this Agreement unless expressly stated in writing.
- 9.4. This Agreement is assignable only with the written consent of both parties
- 9.5. The University is an agency of the State of Texas and nothing in this Agreement waives or relinquishes the University's right to claim any exemptions, privileges, and immunities as may be provided by law.
- 9.6. The failure of either party at any time to require performance by the other party of any provision of this Agreement will in no way affect the right to require such performance at any time thereafter nor will the waiver by either party of a breach of any provision be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.
- 9.7. Each provision of this Agreement is severable. If any provision is rendered invalid or unenforceable by statute or regulations or declared null and void by any court of competent jurisdiction, the remaining provisions will remain in full force and effect if the essential terms of this Agreement remain valid, legal, and enforceable.
- 9.8. If either party fails to fulfill its obligations under this Agreement, when such failure is due to an act of God, or other circumstance beyond its reasonable control, including but not limited to fire, flood, civil commotion, riot, war, revolution, acts of foreign or domestic terrorism, or embargos, then the other party shall excuse the failure for the duration of the event and for such a time as is

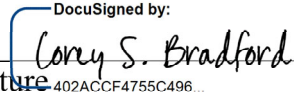
reasonable to enable the parties to resume performance under this Agreement, provided however, that in no event will such time extend for more than 30 days.

In WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

Prairie View A&M Foundation  
By:   
Signature  
Name: John W Osby  
Printed/Typed Name

Date: APRIL 2, 2020

Title: Vice Chairman  
Prairie View A&M  
Foundation

Prairie View A&M University  
By:   
Signature  
Name: Corey S. Bradford, PhD  
Printed or Typed Name

Date: 4/3/2020 | 4:54 PM CDT

Title: Sr. V.P., Business Affairs

Agenda Item No. 9

**AGENDA ITEM BRIEFING**

**Submitted by:** George C. Wright, President  
Prairie View A&M University

**Subject:** Authorization for the President to Establish a One-time Development Fee for All Gifts to Prairie View A&M University and/or Prairie View A&M Foundation

**Proposed Board Action:**

Authorize the President of Prairie View A&M University to establish a one-time development fee for all gifts to Prairie View A&M University and/or Prairie View A&M Foundation.

**Background Information:**

Authority is requested to establish a one-time development fee for all gifts that will be used to fund the operations of the Foundation. All gifts will be subject to a one-time six percent (6%) development fee. The fee will be taken from the first available income from endowed gifts and from the principal of non-endowed gifts.

Eighty five percent (85%) of the development fee will be used to support the foundation staffing and operations, and fifteen percent (15%) of the development fee will be used to support college development activities. Exceptions to the development fee include state-matching funds for university programs, non-endowed scholarship gifts and gifts in kind that are not sold. All development fees collected directly by Prairie View A&M University will be accumulated and forwarded to the Foundation on a monthly basis.

**A&M System Funding or Other Financial Implications:**

None.

**MINUTE ORDER 140-2010 (ITEM 9)**

**AUTHORIZATION TO ESTABLISH A ONE-TIME DEVELOPMENT FEE  
FOR ALL GIFTS TO PRAIRIE VIEW A&M UNIVERSITY AND/OR  
PRAIRIE VIEW A&M FOUNDATION,  
PRAIRIE VIEW A&M UNIVERSITY**

The Board of Regents of The Texas A&M University System authorizes the President of Prairie View A&M University to establish a one-time development fee for all gifts to Prairie View A&M University and/or Prairie View A&M Foundation.

**MINUTE ORDER 141-2010 (ITEM 10)**

**AUTHORIZATION TO ESTABLISH A QUASI-ENDOWMENT NAMED  
“DR. HECTOR P. GARCIA ENDOWED BOOK SCHOLARSHIP,”  
TEXAS A&M UNIVERSITY-CORPUS CHRISTI**

The Board of Regents of The Texas A&M University System authorizes the President of Texas A&M University-Corpus Christi to establish a quasi-endowment to be named, “Dr. Hector P. Garcia Endowed Book Scholarship.” The account will be originally funded by a transfer from an existing Texas A&M University-Corpus Christi account and from unrestricted gift funds. Earnings from the newly created quasi-endowment will be used to provide book scholarships to qualified undergraduate students at Texas A&M University-Corpus Christi.

**MINUTE ORDER 142-2010 (ITEM 12)**

**AUTHORIZATION TO EXECUTE CONTRACT WITH  
SCOTT & WHITE CLINIC AND SCOTT AND WHITE MEMORIAL HOSPITAL  
AND SCOTT, SHERWOOD AND BRINDLEY FOUNDATION,  
THE TEXAS A&M HEALTH SCIENCE CENTER**

The Board of Regents of The Texas A&M University System hereby grants authority to the Chancellor of The Texas A&M University System, upon review and approval for legal sufficiency by the Office of General Counsel, to execute the annual agreement with Scott & White Clinic and Scott and White Memorial Hospital and Scott, Sherwood and Brindley Foundation for medical education teaching services in Temple, Texas, for the fiscal year 2011.

**REPORT FROM THE COMMITTEE ON BUILDINGS AND PHYSICAL PLANT**

Regent Box, Chairman of the Committee on Buildings and Physical Plant, reported that the committee met earlier the same day and recommended approval of Items 13 through 18 as presented.





### CONTRACT ROUTING AND APPROVAL COVERSHEET

The fields below require completion, as appropriate, and the completed form must be submitted with the contract/agreement to the Contract Office for review and execution. Contracts must be submitted in a timely manner to allow a 10-day review and execution process. If it is determined that bidding is necessary during the contract review process, an additional 21 days to 30 days may be required to complete the bid process. The Office of General Council (OGC) must review all contracts/agreements over \$100,000. This may take up to 30 days.

**NOTE: Any incomplete section of this form may cause the form to be returned to the originator.**

Brief Scope of Work: Affiliation Agreement - Renewal

Name of Contract: PVAM Foundation

Contract No. (if applicable): \_\_\_\_\_

Originating Department: Office of Development

Contract Administrator (See Page 2): Carme Williams

Job Title: VP of Development

Email: clwilliams@pvamu.edu

Phone: 936-261-1550

1.) Is this a new contract or a change to an existing contract/agreement?

New

Amendment to an Existing Contract/Agreement

Extension or Renewal of Existing Contract/Agreement

Contract begins \_\_\_\_\_ (may not precede date of full execution); Contract end date \_\_\_\_\_

2.) **Budget Information** – Please note that if funds are not encumbered in the stated account or the account does not have sufficient available funds (procurement card purchases), the contract will be returned to the originator.

FAMIS Account #: N/A

Requisition#: N/A

Procard:

Dollar Amount: \$ N/A (must be completed for procurement card/purchase order purchases)

3.) **Contractor:**

Company Name: Prairie View A&M Foundation

Address: 6436 Fannin Street, Rm 112

Company Contact, Name/Title: John Osby

City, State/Zip: Houston, Texas 77030

Email: john.osby@pvamf.org

Phone: 800-707-8138

Fax: \_\_\_\_\_

4.)

Date Contract was received by Department: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Date Deposit is Required (if applicable): \_\_\_\_\_

5.)

Is Vendor required to be insured? \_\_\_\_\_ (Yes / No)

Department Head/Budget Authority's signature below certifies that he/she has read the terms and conditions of this contract and agree to ensure compliance with the stated terms. Other signatures and dates track routing information.

#### SIGNATURES and ROUTING

Department Originator Signature: \_\_\_\_\_

Department Head/Budget Authority: \_\_\_\_\_

Contract Reviewer: \_\_\_\_\_

Director, Procurement & Disbursement Services: \_\_\_\_\_

Final Signatory (CFO/CAO/VP/SA): \_\_\_\_\_

*Carme Williams*  
\_\_\_\_\_  
DocuSigned by: Carme Williams

\_\_\_\_\_  
DocuSigned by: Randolph Mittin

\_\_\_\_\_  
DocuSigned by: W. Kay Peavy

\_\_\_\_\_  
DocuSigned by: Corey S. Bradford

Date: 2/29/2020

Date: 2/29/2020

Date: 4/3/2020 | 2:04 PM CDT

Date: 4/3/2020 | 2:22 PM CDT

Date: 4/3/2020 | 4:54 PM CDT

Date: \_\_\_\_\_

#### TO BE COMPLETED BY PVAMU Contract Office

Date sent to OGC for Review: \_\_\_\_\_ OGC Return Date: \_\_\_\_\_

Date Received: Fully Executed Contract: \_\_\_\_\_ Initials: \_\_\_\_\_

Created: 11/2011 bmr  
Revised: 11/2012 bmr; Revised: 09/2015  
Revised: 07/2018

## Certificate Of Completion

Envelope Id: B39AA4CF1F64426FBB650AD6027CD2C5	Status: Completed
Subject: Please DocuSign: Prairie View AM Foundation_Final.pdf, Contract Cover Sheet_PVAMF.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Randolph Millin
Time Zone: (UTC-06:00) Central Time (US & Canada)	P.O. Box 519
	MS 1460
	Prairie View, TX 77446
	rmillin@pvamu.edu
	IP Address: 129.207.162.145

## Record Tracking

Status: Original	Holder: Randolph Millin	Location: DocuSign
4/3/2020 1:53:40 PM	rmillin@pvamu.edu	

## Signer Events

Randolph Millin  
 rmillin@pvamu.edu  
 Prairie View A&M University  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 46BC384340C8445...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 129.207.162.145

## Timestamp

Sent: 4/3/2020 2:02:52 PM  
 Viewed: 4/3/2020 2:03:10 PM  
 Signed: 4/3/2020 2:04:24 PM

### Electronic Record and Signature Disclosure:

Accepted: 4/8/2019 10:13:11 AM  
 ID: fbfb1faf-060b-4896-8337-1dc92e21bcab  
 Company Name: Prairie View A&M University

W. Kay Peavy  
 wkpeavy@pvamu.edu  
 Exec. Director, PDSV  
 Prairie View A&M University  
 Security Level: Email, Account Authentication (None)

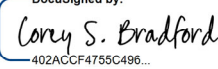
DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.235.12.118

Sent: 4/3/2020 2:04:28 PM  
 Viewed: 4/3/2020 2:21:51 PM  
 Signed: 4/3/2020 2:22:39 PM

### Electronic Record and Signature Disclosure:

Accepted: 3/11/2019 6:00:53 PM  
 ID: 1b861983-c4e8-47f4-991a-0971ab8ac2a6  
 Company Name: Prairie View A&M University

Corey S. Bradford  
 csbradford@pvamu.edu  
 CFO  
 Prairie View A&M University  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 402ACCF4755C496...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 23.123.81.31

Sent: 4/3/2020 2:22:43 PM  
 Viewed: 4/3/2020 4:52:57 PM  
 Signed: 4/3/2020 4:54:36 PM

### Electronic Record and Signature Disclosure:

Accepted: 5/8/2019 12:34:19 PM  
 ID: e888c3b1-c434-440b-ae43-5242a6f35a54  
 Company Name: Prairie View A&M University

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Marie Johnson amjohnson@pvamu.edu Asst. Director, PDSV Prairie View A&M University Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 3/5/2019 6:50:15 PM ID: b860ad92-0532-447d-8c49-50ea4a1e042c Company Name: Prairie View A&M University	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 4/3/2020 2:04:26 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/3/2020 2:22:43 PM
Certified Delivered	Security Checked	4/3/2020 4:52:57 PM
Signing Complete	Security Checked	4/3/2020 4:54:36 PM
Completed	Security Checked	4/3/2020 4:54:36 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Prairie View A&M University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Prairie View A&M University:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by phone call: 936-261-9350

To contact us by email send messages to: [inforesources@pvamu.edu](mailto:inforesources@pvamu.edu)

To contact us by paper mail, please send correspondence to:

Prairie View A&M University

P.O. Box 519

MS 1460

Prairie View, TX 77446

### **To advise Prairie View A&M University of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [inforesources@pvamu.edu](mailto:inforesources@pvamu.edu) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

### **To request paper copies from Prairie View A&M University**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [inforesources@pvamu.edu](mailto:inforesources@pvamu.edu) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Prairie View A&M University**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [inforesources@pvamu.edu](mailto:inforesources@pvamu.edu) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above

Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>• Allow per session cookies</li> <li>• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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