

Procedures for Obtaining Legal Review and Approval of Contracts

To properly execute an agreement and gain approval for any contract, the following steps must be taken. After a contract is signed, the initiating Department is responsible for managing the contract in accordance with the [Contract Management Policy](#) adopted by the Division of Finance & Treasury.

A. CONTRACTS NOT INVOLVING PURCHASES:

For contracts that do not involve the procurement of goods and services, the Contract Approval Sheet (CAS) is required. In those cases:

1. The Department must complete the Contract Approval Sheet; obtain signatures from the Department Chair, Dean and/or AVP (as appropriate) and Vice President.
2. The Vice President or designee must submit the fully signed Contract Approval Sheet, contract and/or contract exceptions to University Counsel for review.
3. University Counsel will review the contract, make any necessary revisions, and return it to the Vice President and/or the individual within the initiating Department who prepared the Contract Approval Sheet with any changes needed.
4. The individual within the initiating Department is responsible for forwarding any changes to the contract to the supplier and following up with the supplier to confirm acceptance.
5. When the supplier confirms acceptance of all contract changes, University Counsel will approve execution of the contract by signing the Contract Approval Sheet. University Counsel requires ten (10) business days to review a contract.
6. **No contract may be signed unless it has been approved by University Counsel. Only the University's President, Chief Operating Officer, and Senior Vice President ("COO"); or the Provost and Senior Vice President for Academic Affairs, or their respective written designee, are authorized to sign an affiliation agreement, agreement of cooperation, acceptance of grant funds, research agreement or other similar agreements.**
7. **University Counsel shall forward the signed Contract Approval Sheet and final contract to the Department who shall obtain the signature of the President, COO, or Provost.**

B. CONTRACTS INVOLVING PROCUREMENTS

All contracts for the procurement of goods and services must be entered within Workday Strategic Sourcing (WSS). Do not use the Contract Approval Sheet (CAS). All procurement-related contracts must be submitted in WSS prior to the supplier performing any services, and the contract request must be approved before Procurement Services sends the contract to the proper signing authority.

Attached: Non-Procurement Contract Approval Sheet

Non-Procurement Contract Approval Sheet

Must Be Completed Before Submission to the Office of University Counsel for Review

1. Individual Initiating Contract: a) _____
b) Campus Address and Extension: _____
c) Name of Supplier: _____
d) Description of Contract: _____
e) Term of Contract: _____ Start Date: _____ End Date: _____

Approvals and Authorizations

1. Academic Programs and Affiliation Agreements

- | | | |
|---|-----------------|------------|
| A. Individual Initiating Contact _____ | Signature _____ | Date _____ |
| B. Dean of College/School _____ | Signature _____ | Date _____ |
| C. Assoc. Provost for AI ¹ _____ | Signature _____ | Date _____ |
| D. Provost or designee _____ | Signature _____ | Date _____ |

2. Grants/Research Agreements/Fee for Service Agreements

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|--|-----------------|------------|
| A. Individual Initiating Contact _____ | Signature _____ | Date _____ |
| C. Vice Provost for Research ² (grant/research) _____ | Signature _____ | Date _____ |
| D. VP for Division or Dean (or Designee) _____ | Signature _____ | Date _____ |
| B. Treasurer ³ (fee for service) _____ | Signature _____ | Date _____ |
| E. Provost or designee ⁴ (fee for service) _____ | Signature _____ | Date _____ |

3. Contracts that involve the payment or receipt of money by the University:

Do not use this form. Enter the procurement-related contract within Workday Strategic Sourcing (WSS).

The Office of University Counsel approves the attached contract for signature by:

_____ Signature	_____ Date	
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¹ The Associate Provost for International Academic Initiatives must approve contracts with institutions located outside of the United States.

² Sponsored grants and research by faculty or University Centers require approval by the Vice Provost for Research or designee to ensure compliance with applicable policies.

³ Treasurer approval is required for research/fee-for-service contracts occurring in buildings on campus that are financed by tax-exempt bonds.

⁴ Provost or designee approval is required for Academic Affairs fee-for-service contracts.