

3364-10-14 Contract review and approval process.

(A) Policy statement

All contracts, as defined below, which bind or obligate the university in any manner, must be reviewed and approved by the university's office of legal affairs and maintained in the university's office of legal affairs contract management system or in an alternative contract management system approved by the university's office of legal affairs ("contract system").

(B) Purpose of policy

To protect the interests of the university by ensuring legal review and contract guidance and to maintain a contract repository for all contracts.

(C) Policy

- (1) For purposes of this policy, "contracts" includes, but is not limited to, those documents (written or electronic) titled as: agreement, contract, memorandum of understanding or agreement, letter of intent, letter of agreement, amendment, addendum, terms and conditions, etc., for any dollar value (including no dollar value).
- (2) Only those persons authorized under the university's delegation of signature authority policy are permitted to sign or click to accept contracts for the university. Contracts must also be signed by the authorized signatory for the other party(ies) to the contracts.
- (3) Fully-executed contracts, i.e., appropriately signed by all parties to the contract, must be maintained in the contract system.
- (4) All contracts that relate to the procurement of goods, equipment or services, including, but not limited to, grant-funded purchases and click-to-accept free software must also follow purchasing policies and procedures as outlined in the university's procurement policy.
- (5) Research contracts. This policy does not pertain to contracts administered by the office of research and sponsored programs, including contracts or grants for extramural sponsorship of university programs and contracts for patent and licensing

transactions involving university technology and all such contracts will follow the policies under the office of research and sponsored programs.

Effective: 11/26/2018

CERTIFIED ELECTRONICALLY

Certification

11/14/2018

Date

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