

Policy Number	304.000
Policy Title	UNIVERSITY CONTRACTS POLICY
Responsible Officers	Chief Financial Officer
Responsible Offices	Chief Financial Officer
Summary	The following policy defines the general parameters through which a University contract is created, describes the necessary administrative review and approval process and designates who, within the University, is authorized to sign University contracts.
Definitions	<i>Contract:</i> A legally enforceable agreement, lease or license between two or more parties. Parties must have a common understanding as to the terms; there must be mutual obligations; and there must be something of value exchanged.
Approving Body	Academic Council; Administrative Council
Approval Date	June 5, 2017; May 8, 2017
Last Revision	
Re-evaluation Date	Fall 2021
Departmental Impact	All University

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

In the course and scope of employment for the University, many employees experience the need to negotiate and execute contracts that legally bind the University. A document need not be called a “contract” to fall within the definition of “University contract.” A “Memorandum of Understanding,” “letter of agreement” or simply an “agreement,” whether oral or written are all defined as “University contract.”

This policy requires that all University contracts be made in writing, follow the procedures outlined below, and bear an authorized signature as specified below. This policy is all-inclusive, because the dollar value of the goods or services does not necessarily have a direct relationship to the amount of potential risk to the University.

Rationale

Entering into a contract exposes Columbia International University resources and employees to certain statutory and legal risks because all contracts create legally binding obligations. It is imperative that employees intending to enter into a contract with outside parties adhere to University procedures in order to protect Columbia International University and themselves.

Policy Procedures

Employees initiating or renewing a University contract are responsible for reading the contract entirely and determining the language accurately reflects the contract negotiations; the contract meets University mission requirements; the contract is in the best interest of the University; compliance with the obligations the contract places on the University (or services provided) can be assured; and the contract is clear and consistent so that the University’s obligations are easily understood.

After the above requirements are met, the initiating employee must submit the contract to his/her supervisor or delegated authority for review and approval. The University contract must then be submitted to the Chief Financial Officer or designee who has signature authority for final review and approval.

The original signed contract will be submitted to the vendor by the initiating department. Once all parties have signed the contract, the office of the Chief Financial Officer will retain the original contract.

Hyperlinks

www.ciu.edu/policy