



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Contract Review	Effective Date: 5/15/2018	Policy Number: 2-102.3	
	Supersedes: 2-102.2	Page 1	Of 3
	Responsible Authority: Vice President and General Counsel		

DATES OF INITIAL ADOPTION AND EFFECTIVE DATE 4-28-05, 5-20-09, 09-24-12

APPLICABILITY/ACCOUNTABILITY

This policy applies to all university and direct support organization (DSO) employees who enter into a contract to which the university or any of its DSOs are a party or which commits university or DSO resources.

DEFINITIONS

Contract. An agreement between two or more parties that creates an obligation to do or not do a particular thing. A contract does not require payment of money or other compensation to create an obligation. Because constituent units of the university, as further detailed below, are not parties, agreements between them are not contracts.

Party/Parties. A legal entity. The university and its DSOs are discrete legal entities that can create contracts between themselves or with third parties. The constituent parts of the university (centers, auxiliaries, colleges, institutes, etc.) are not discrete legal entities and the university is the party to contracts for their benefit.

POLICY STATEMENT

To minimize legal and financial risk, the Office of the General Counsel or designee must review every contract to ensure that the terms are appropriate. Certain standard contracts

that have been pre-approved by the Office of the General Counsel may be executed without further review by the Office of the General Counsel or designee.

PROCEDURES

All contracts other than previously approved standard contracts must be submitted to the Office of the General Counsel for review prior to performance by either party or execution by the university or a DSO

Unless exempted by the university president or his designee, all contracts must be submitted using the university's contract management system, Cobblestone. Once the Office of the General Counsel attorney or designee has completed its review, it will forward the contract to the appropriate person for signature.

Departments are responsible for securing any internal approvals, following any procurement requirements, information technology policies and any other UCF policies, rules and regulations concerning the contract. The Office of the General Counsel may secure additional review on a contract to ensure compliance with university needs or policies. For example, procurement contracts exceeding \$500,000 will be routed to the vice president for Administration and Finance for approval before ultimately being signed by the president.

Use of the contract management system for any non-business purpose is prohibited. Users may only access the agreement(s) for which they have a business need to view.

Sufficient time must be allowed for the Office of the General Counsel and the signing authority to review and process an agreement prior to the commencement of the agreement. Questions regarding changes made by the Office of the General Counsel should be directed to the attorney making the changes or the contract coordinator. Questions and information regarding contract processing are addressed on the Office of the General Counsel website. Please see link below.

PENALTIES

Employees violating this policy shall be subject to progressive discipline consistent with existing policy.

RELATED DOCUMENTS AND POLICY LINKS

The following policies or regulations should be consulted in conjunction with this policy.

A. Office of the General Counsel Contracts Review Process:
<https://generalcounsel.ucf.edu/contracts-review/>

B. Signature authority policy, 2-107.4:

<http://policies.ucf.edu/documents/2-107.4SignatureAuthorityPolicy.pdf>

C. Use of Information Technologies and Resources, 4-002.2:

<http://policies.ucf.edu/documents/4-002.2UseOfInformationTechnologiesAndResources.pdf>

D. Procurement Services Manual:

https://procurement.ucf.edu/wp-content/uploads/sites/3/2018/05/ProcurementServicesManual_050118.pdf



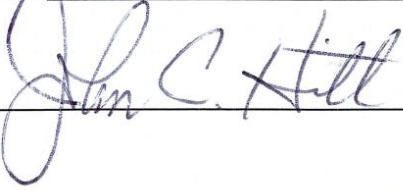
E. Procurement and Use of Cloud Computing and Data Storage Devices policy, 4-014:

<http://policies.ucf.edu/documents/4-014ProcurementandUseofCloudComputingandDataStorageServices.pdf>

CONTACTS

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INITIATING AUTHORITY Vice President and General Counsel

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-102.3	
Initiating Authority: <u></u>	Date: <u>5/14/18</u>
University Policies and Procedures Committee Chair: <u></u>	Date: <u>4/30/18</u>
President or Designee: <u></u>	Date: <u>5/15/18</u>

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