

<b>SUBJECT:</b> Contracts Procedures	<b>Effective Date:</b> 4-28-05	<b>Policy Number:</b> 2-102	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> General Counsel		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all contracts involving the university or its personnel or resources. This policy includes but is not limited to contracts that involve payment to or by the university and contracts funded from University of Central Florida Foundation, Inc., sources.

**POLICY STATEMENT:**

The university enters into contracts on a regular basis. To protect the university, the General Counsel's Office must review every contract to ensure that the legal terms are appropriate and acceptable to the university's interests. Certain contracts are prepared using standardized forms or content that have been pre-approved by the General Counsel's Office. In the event that a department uses a standardized contract form or content without deviation, the General Counsel's Office is not required to review and sign the contract.

The only person authorized to sign a contract on behalf of the university is the president, although the president may delegate this authority to a limited group of people. Signing contracts without such authority exposes the individual to personal liability and possible disciplinary action.

**DEFINITIONS:**

Contract. An agreement between two or more persons that creates an obligation to do or not to do a particular thing.

PROCEDURES:

All contracts and agreements that are not previously approved standard contracts must be forwarded to the General Counsel's Office prior to execution by either party to enable university attorneys to review the documents and make changes as necessary. In most cases, once the General Counsel's Office has completed its legal review, the agreements are forwarded to the appropriate unit for signature and execution. For example, contracts exceeding \$1 million will be forwarded to the vice president for administration and finance and will be signed by the president prior to being returned to the appropriate unit for signature and execution, and affiliation agreements will be forwarded by the General Counsel's Office to the provost and vice president for academic affairs for signature prior to being returned to the appropriate unit for signature and execution.

Sufficient time must be allowed for the General Counsel's Office and the signing authorities to review and process all agreements so that proper legal review and document execution can be accomplished prior to the commencement of contemplated activities and expiration of deadlines as stipulated in the agreement(s). If the other party to an agreement has questions regarding any of the changes made by the General Counsel's Office, the party should direct them to the General Counsel's Office for assistance.

The General Counsel's Office maintains a record of all contract delegations. If signature authority has been sub-delegated to an individual, the General Counsel's Office must be notified in advance.

INITIATING AUTHORITY: General Counsel

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-102	
Initiating Authority: <u><i>[Signature]</i></u>	Date: <u>5/12/05</u>
Policies and Procedures Review Committee Chair: <u><i>[Signature]</i></u>	Date: <u>May 10, 2005</u>
President or Designee: <u><i>[Signature]</i></u>	Date: <u>5/13/05</u>