CAH CONTRACT PROCESSING POLICIES

All contract activities must be conducted in accordance with all University policies and State and Federal regulations. For more information refer to: http://policies.ucf.edu and http://generalcounsel.ucf.edu/legal-services

- UCF Policy Number 2-102.2  – Contract Review
- Contract Memorandum by Vice President William Merck found at http://www.purchasing.ucf.edu/Procurement%20Forms/Contract%20Memo%2007-06.pdf

All contracts, MOUs, Letters of Intent, etc. committing the University to spend or receive funds or provide or receive personnel or services must be approved prior to executing terms of the agreement. A contract does not require payment of money or other compensation to create an obligation. If unsure, please email Lyman Brodie at Lyman.Brodie@ucf.edu.

Signing authority for individuals representing the University of Central Florida IS designated by the president of UCF.

Allow sufficient time for the College of Arts and Humanities Dean’s Office, the General Counsel’s Office, and an approved UCF signature authority to review the document.

Per UCF Policy Number 2-102.2 “All contacts other than previously approved standard contracts must be forwarded to the General Counsel’s Office for review prior to execution by either part to enable university attorneys to review the documents and make changes as necessary.”

Individuals signing contracts without appropriate authority subject themselves to personal liability for the agreements. Also may be subject to disciplinary action up to and including termination. Non-compliance will result in possible fines.

CAH Contract Processing Procedures are to be followed along with UCF Contract Processing Policies.

Make sure anything research related contract must go through the Office of Research & Commercialization (ORC).

Updated 4/28/15
Faculty and staff must work with their Chair/Director for related contract issues.

Contracts should include the following information at a minimum:
- Timeframe
- Statement or scope of work
- Personnel involved
- Deliverables
- Amount to be spent or received by the university

Chairs/Directors must forward the preliminary contract to the College of Arts & Humanities Dean’s Office (CAH) attention to Lyman Brodie for review.

The document will be returned to the CAH unit with recommended changes if needed or forwarded to the General Counsel’s Office for approval.

After approval by the General Counsel’s Office, CAH will send the document back to the respective area.

Schools/Departments/Programs must monitor and adhere to the contract terms including the processing of deliverables and payments following university policy.

Updated 4/28/15