



MARQUETTE UNIVERSITY

Competitive Bid Summary Form or Special Considerations/No Bid Exception Approval Form Attached
_Y _ N

Contract Processing and Approval Form (See Contract Processing Policy and Instructions)

Person and Department Initiating Request for Approval: _____

Name(s) of External Party(s) to Contract: _____

Description of services/goods provided: _____

Contract Start Date / Contract End Date: _____

Dollars to be Paid by MU: \$ _____ Dollars to be Received by MU: \$ _____

RC Code for Dollars to be Paid/Received: _____ Check if RC Code is a grant-funded account []

Final Approval Needed By: _____

I have read the proposed contract, which correctly states the desired business terms. I have obtained all necessary project approvals and ensured that these goods or services are compliant with MU's Electronic Information Technology Policies (including exception documentation).

X _____ / _____
Initiating Person / Authorized Under RC Print Name Date Phone Ext.

Request Approved by Information Technology Services if technology-related:

X _____ Date
ITS Chief Information Officer or Designee

Request approved by the Office of Research and Sponsored Programs if purchase funded under a grant:

X _____ Date
Executive Director of ORSP or Designee

CONTRACTS IN EXCESS OF \$10,000 REQUIRE APPROVAL OF AREA VICE PRESIDENT, DEAN, PROVOST, EXECUTIVE VICE PRESIDENT, PRESIDENT OR DESIGNEE:

Request Approved:

X _____ / _____
President / Provost / VP / Dean Print Name Date

Route this completely signed Form with the contract, all attachments and exhibits to the Office of the General Counsel ("OGC") for review. If approved, OGC will forward the contract to the appropriate signatory. Unless otherwise indicated, the signatory will return the signed contract to the Initiating Person. NOTE: All agreements that obligate the University to make one or more payments to anyone who provides goods or services must have a University Purchase Order issued to establish payment authority.

Contract Processing and Approval Form Instructions

- 1. This form must be used with all contracts, agreements, memos of understanding, commitment letters or other written instruments that may legally obligate the University to pay money, take action or refrain from taking action.** Contracts are exempt from this requirement as set forth in the Contract Processing Policy.
- 2. All contracts must be in the name of Marquette University and not in the name of individual departments or employees.**
3. The person initiating the request for contract approval should complete the form to the best of his or her ability. Individuals with authority to obligate funds from the RC listed must sign the Approval Form for contracts of \$10,000 or less. The applicable Executive Vice President, Vice President, Provost or President must sign the Approval Form for all contracts of more than \$10,000. If the purchase is to be paid for by a grant-funded account, the Office of Research and Sponsored Programs must sign the Approval Form. All required signatures must be on the CPAF before submission to the Office of General Counsel for review.
4. Only a limited number of University personnel are authorized to sign contracts on behalf of the University. Individuals who are unsure of their signatory authority should refer to <http://www.marquette.edu/university-policies-procedures/>.
5. The Office of the General Counsel has created several standard form contracts for certain small, repetitive types of situations. The form contracts can be downloaded from the Office of the General Counsel's web site at <http://www.marquette.edu/ogc/forms/>.
6. Attach a Bid Summary Form or a Non-Bid/Exception Form to the CPAF before you submit to the Office of General Counsel.
7. The contract signatory will return the contract to the initiating person unless instructed otherwise. The initiating person is responsible for obtaining the signature from the other party and maintaining a fully signed file copy in the originating department's files. Maintaining a file copy is very important in case of later questions or disputes. No contract is valid unless and until the University has issued a purchase order for the amounts to be paid under the contract. A copy of the signed contract must be sent to the Purchasing department when the purchase order is entered. Before any payments are made to a supplier, a completed Form W-9 must also be submitted.
8. The Office of the General Counsel is available to all University personnel for assistance with University contract preparation and review.