



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

Purchase Order Number \_\_\_\_\_

**Contract Processing and Approval Form (See UPP I-6 and Instructions)**

Person and Department Initiating Request for Approval: \_\_\_\_\_

Name(s) of External Party(s) to Contract: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_

Contract End Date (if any): \_\_\_\_\_

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 ☐

Date Final Approval Needed By: \_\_\_\_\_

The final signed contract will be filed at: \_\_\_\_\_ (MU location)

I have read and reviewed the proposed contract which correctly states the desired business terms. I have obtained all necessary project approvals and additional signatures below, if any, from the appropriate persons prior to forwarding the contract and this form.

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

Request Approved by Information Technology Services if technology-related:

X \_\_\_\_\_  
ITS Chief Information Officer or Designee Date

**CONTRACTS IN EXCESS OF \$10,000 REQUIRE APPROVAL OF THE AREA VICE PRESIDENT, DEAN, SENIOR VICE PRESIDENT, VICE PROVOST, PROVOST OR PRESIDENT:**

Request Approved:

X \_\_\_\_\_ / \_\_\_\_\_  
President / SVP / 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 (1) have a University Purchase Order issued to establish payment authority and (2) include a provision, substantially similar to that set forth in UPP 1-06, that provides that all invoices must have a University Purchase Order Number and the total amount invoiced under the agreement may not be greater than the amount stated in the University Purchase Order.**

## **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 UPP 1-06.**
- 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 before submission to the Office of General Counsel for contracts of \$10,000 or less. The applicable Vice President, Senior Vice President, Provost or President must sign the Approval Form before submission to the Office of General Counsel for contracts in excess of \$10,000.
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 reference <http://www.marquette.edu/upp/documents/upp1-06.pdf>.
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/pages/home/ogc/forms>.
6. Attach a Bid Summary Form or a Non-Bid/Exception Form to the contract prior to submission to the Vice President of Finance.
7. The contract signatory will return the contract to the initiating person unless instructed otherwise. The initiating person is responsible for obtaining a signed contract from the other party and maintaining a fully signed file copy in the indicated location. 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. The Comptroller's Office requires a signed contract before honoring any Direct Invoice Vouchers or other check requests. All payments to all suppliers require a completed Form W-9 also be submitted.
8. The Office of the General Counsel is available to all University personnel for assistance with contract preparation and review.