



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: _____

Brief Description of Principal Contract Objectives, Benefits and Marquette Obligations: _____

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 and the proposed contract 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 Date Phone Ext.

Request Approved by Dean, Director or Designee if such person is not the Initiating Person above:

X _____
Dean, Director or Designee Date

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, SENIOR VICE PRESIDENT, PROVOST OR PRESIDENT:

Request Approved:

X _____
President / SVP / Provost / VP 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.

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 provided they meet **both** of the following criteria:

- a. The contract was drafted by the Marquette Office of the General Counsel; and
- b. The contract dollar amount is less than \$1,000.

All contracts must be in the name of Marquette University and not in the name of individual departments or employees.

2. The person initiating the request for contract approval should complete the form to the best of his or her ability. The applicable Academic Dean, Department Director or their designee must sign the Approval Form before submission to the Office of General Counsel for contracts of \$10,000 or less. The Dean, Director or designee may also be the initiating person. 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.

3. 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> .

4. The Office of the General Counsel has created several standard form contracts for certain small, repetitive types of situations, e.g., speaker agreements. 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>.

5. 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. The Comptroller's Office requires a signed contract before honoring any Direct Invoice Vouchers or other check requests. If payment is being made to an individual/independent contractor, a completed Form W-9 must also be attached.

6. The Office of the General Counsel is available to all University personnel for assistance with contract preparation and review.