

The University of North Texas at Dallas Policy Manual	Chapter 4.000
4.002 Contracts and Agreements	Administration

Policy Statement. It is the policy of the University of North Texas at Dallas to effectively administer contracts and agreements as prescribed by applicable statutes, Rules of the Board of Regents, and University policies by establishing standards and responsibilities for the University and its employees.

Application of Policy. This policy applies to the total university.

Definition(s).

Contract. Any written agreement or other document that creates a binding obligation, financial or otherwise, for the University. Contracts include, but are not limited to: agreements, cooperative agreements, affiliation agreements, letters of agreement, purchase orders, memorandums of understanding, interagency agreements, grants, loans, easements, licenses, leases, intellectual property agreements, internship agreements, letters of intent, nondisclosure agreements, and professional services agreements.

Procedures and Responsibilities.

1. Develop and implement contract administration procedures for processing of contracts. Such procedures shall provide that:
 - i. All contracts are in writing;
 - ii. Contracts comply with applicable federal and state law and regulations and Rules of the Board of Regents;
 - iii. Contracts are properly executed by a person with appropriate authority;
 - iv. Resources are adequately protected;
 - v. On behalf of the University, the CFO approves policies and procedures to comply with state purchasing requirements; and
 - vi. Contracts are in accordance with and support the mission of the University.

Responsible Party: CFO/Vice President Finance and Administration

2. All University contracts are subject to Regents Rule 03.900.

Responsible Party: CFO/Vice President Finance and Administration

References and Cross-references.

Regents Rules 03.901, 03.907, and 03.900

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Revised: