

POLICY

Effective Date: 12/11/05
Approved By: President's Council

Authority: WWU Board of Trustees Rules of Operation
RCW 28B.10.029
RCW 39.29
RCW 43.19
WAC-236-48

Cancels: POL-U5349.01, Contract Administration, approved by BOT 6/7/1973

See Also: POL-U5348.06 Authorizing Contract Signature Authorities

POL-U5348.05 REVIEWING AND APPROVING UNIVERSITY CONTRACTS

This policy applies to all University contracts, except those related to contracts with an individual employee (e.g. employment or tenure related) or an individual student (e.g. housing, academic program or collections).

Definitions:

Signature Authorities: Individuals authorized by the President to sign contractual agreements obligating the university, regardless of the source of funds or location of performance of the contract (see POL-U5348.06).

Contracts: Any written form of documentation legally obligating the University for performance or monetary issues. For example, any document that contains language related to pricing, statement of work, insurance, indemnification, legal venue, rights and responsibilities of either party or similar language, whether or not it involves monetary payment or indicates it requires the signature of the University, should be considered a legal contract.

1. Director of Purchasing Manages University Contract Review Process

Contract Administration will forward the contract to relevant University and State personnel for review. Relevant individuals/entities include, but are not limited to:

- Vice President – concurs with project scope and funding.
- Department Financial Manager – commits to project and, when applicable, use of funds and resources.
- Risk Manager – approves terms related to liability.
- Assistant Attorney General – approves contract form.
- Office of Financial Management – reviews compliance with RCW.
- Higher Education Coordinating Board – reviews compliance with RCW.

POLICY

2. Employees Route All Contracts Through Contract Administration

BEFORE work commences:

- a. Employee requesting contract must route all contractual documents, whether they are created by the University or by the entity with whom the University is contracting, through Contract Administration.
- b. When applicable, employee requesting contract must identify funding source when the contract is initiated.

EXCEPTION:

For some common usage contracts, Contract Administration may pre-approve contract templates. Contracts prepared with these templates may not require further routing through Contract Administration.

3. Director of Purchasing Obtains Appropriate Signatures

Contract Administration will obtain all necessary signatures for the contract, including the applicable Contract Signature Authority.

4. Director of Purchasing Maintains Official Record of All Contracts

Contract Administration will retain all signed contractual documents and any pertinent supporting documentation for the time period required by the State.

EXCEPTIONS:

- a. Contracts related to real property owned by the University are maintained by Facilities Management.
- b. Agreements from the Research and Sponsored Programs (RSP) Office are maintained in the RSP Office.
- c. WWU pre-approved contract templates authorized by departments may be maintained by individual departments when approved by the Purchasing Director.