

POLICY

Effective Date: 12/11/06
Approved By: President's Council

Authority: RCW 28B.10.029
RCW 39.29
RCW 43.19
WAC-236-48

See Also: POL U5348.05 Reviewing and Approving University Contracts

POL-U5348.07 MANAGING CONTRACTS

This policy applies to any contract entered into for the University except: Labor Contracts, Contracts for Individual Students, Employment Contracts, Grants and/or Research (from the Research and Sponsored Programs Office).

1. Financial Manager Administers Contracts

The Financial Manager oversees all aspects of the contract including, but not limited to:

- a) Ensures goods/services have been provided as agreed to in the contract.
- b) Maintains documentation.
- c) Reports status of contract to Contract Administration.
- d) Ensures that all terms of the contract, including federal, state and local regulations are satisfied in the performance of the contract.

2. Contract Administration Monitors for Compliance With Government Agency Requirements

Contract Administration ensures that all new contracts are written in compliance with federal, state and local agency requirements.

3. Financial Managers Must Obtain Training For Any Personal or Client Service Contract

RCW 39.29.120 requires that all personnel responsible for managing personal service contracts and client service contracts receive training from the Office of Financial Management (OFM), or from trainers who have been certified by OFM.

4. Director of Purchasing Provides Training On Contract Management