



Procedure 4.2: On Contract Review and Approval Process

Volume 4: Legal/Governance

Managing Office: Office of General Counsel

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I. PURPOSE

All agreements, contracts, and MOUs (collectively, “Agreements”) must be submitted to the Office of the General Counsel (“OGC”) for review and approval prior to execution.

II. CONTRACT APPROVAL FORM

Attached is a Contract Routing and Approval Form (“Approval Form”). This form can also be accessed from the OGC’s website at www.aamu.edu/generalcounsel. Please attach a completed Approval Form to each Agreement submitted to the OGC.

III. 15-DAY PROCESSING

The General Counsel will usually complete her review of the documents within 15 days from the date of the OGC’s receipt. If there are no conflicts, the OGC will then forward the documents to the Office of the President for the President’s signature. Once the President has signed the documents, the documents will be forwarded back to the OGC for final processing and you will be notified that the signed documents are ready to be picked up from the OGC. Do not leave any line of an Agreement blank. Incomplete Agreements will be returned for completion and will delay the processing of the Agreement. If a blank is not applicable, please indicate by typing *n/a*.

IV. RESUBMISSIONS

It may be necessary for the General Counsel to return the Agreement to you with her recommendations. After revisions have been made, you may resubmit the Agreement for review. Depending on the complexity of the revisions the General Counsel should complete her review of resubmitted Agreements within 3-5 business days from the date

of the OGC's receipt of the resubmitted Agreement. If there are no conflicts the process will continue as outlined above.

Please allow up to 30 days from the date of submittal for Agreements to complete the review and approval process.

**AAMU OFFICE OF THE GENERAL COUNSEL
CONTRACT ROUTING AND
APPROVAL FORM**

OGC USE ONLY:

Received: ___/___/___ Completed: ___/___/___

Matter name/No.: _____

This form should be completed in order to receive legal review of contracts for the purchase of goods, services, licenses and/or leases. The OGC will review the contract as to **form and legality only**. You are responsible for reading the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy your business needs. The review and approval of business terms is the responsibility of your area. If your area needs legal advice relating to business terms associated with this contract, you must submit your area's questions along with this form. Attach any additional materials relevant to your questions. Lastly, you understand that failure on your part to provide this office with all the necessary information or to provide inaccurate information will delay review by this Office.

GENERAL INFORMATION

Requesting Department: _____

Contact Person: _____ Campus Location: _____

Telephone: _____ Fax: _____ E-mail Address: _____

*Date Contract needed by: _____

* Please afford 15 business days for review by OGC. If review of this contract is urgent, please provide information, including deadlines and special circumstances, regarding the urgency sufficient to justify prioritizing review of this contract over other contracts. Notations like "Needed ASAP" or "Expedite" are not sufficient, as they do not provide the OGC with enough information to justify prioritizing your contract over other contracts.

CHECKLIST

Contract with: _____
Party name

Contract Description: _____
Goods and/or services to be procured, physical location, etc.

Dates: Start ___/___/___ End ___/___/___

Terms: Total Payment Due _____ Payment Period _____
Amount due per Period _____

Termination/ Cancellation: _____

Authorized Signatory: _____

CONTRACT ROUTING AND APPROVAL FORM, cont.

Complete & attach before sending to AAMU Office of General Counsel.

SUMMARY OF CONTRACT TERMS		
REQUIREMENT	DESCRIPTION	CERTIFIED COMPLETE BY
Contracting Authority	The appropriate University Vice President is aware of this contract and has given authority to enter into this agreement pending legal review.	
Contract, Exhibits and Appendices	(1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices, are attached; and (2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligation under this contract.	
Contracting Party	The name of the contracting party is stated as "Alabama A&M University" (not a department, school, or other non-academic unit).	
Name, Address, Contact Person	The full name, address, legal status (i.e. corporation, partnership, etc.) and contact person of the other party are included.	
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	
Competition/Conflicts with Existing Contracts/ Compliance	The contract does not conflict with any other contracts, promises or obligations of the University. The requesting department verifies the University can comply with all terms and conditions.	
Total Cost Involved	The contract involves \$ _____ [to] [from] (circle one) University. If AAMU is spending money under this contract, it has been reviewed by the budget manager and he certifies that funds are / will be available to pay for the goods/services. If AAMU is receiving money, this agreement has been reviewed by the budget manager, his Vice President.	

CERTIFICATION OF REQUESTING PARTY		
<p>I have read this contract entirely. I am satisfied with its description of the goods and/or services to be provided to the University (including, for example, warranties, delivery terms, acceptance periods, and maintenance terms). I am also satisfied with the description of the University's obligations (including, for example, scope of work, payment due dates, late charges, tax charges, insurance, and confidentiality requirements) and all other provisions of this contract, except as noted in any attached memorandum. A memorandum [is], [is not], (circle one) attached.</p>		
_____	_____	_____
Name/ Title	Signature	Date

OFFICE OF GENERAL COUNSEL REVIEW		
<p>I have reviewed this contract entirely and it: (a) does not contain legally prohibited provisions; (b) includes all legally required provisions; and (c) is not otherwise objectionable on legal, as opposed to administrative, grounds; except as noted in any attached memorandum. A memorandum [is], [is not], (circle one) attached.</p>		
_____	_____	_____
Name/ Title	Signature	Date