

	Florida Gulf Coast University Policy Manual	Policy: #1.013
	Contract Review	Responsible Executive: Vice President and General Counsel Responsible Office: Office of the General Counsel

I. POLICY STATEMENT

To minimize legal and financial risk, the University's attorneys must review every contract to ensure that the terms are appropriate. Certain contracts and/or templates that have been pre-approved by the Office of the General Counsel may be executed without further legal review.

II. REASON FOR POLICY

To ensure that each contract entered into by the University is reviewed and legal issues are addressed prior to execution.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy applies to any contract to which the University or any of its direct support organizations are a party, or which commits University or direct support organization resources.

IV. DEFINITION OF TERMS

Contract: An agreement, consistent with their bylaws, between the University and/or one of its affiliates and an external entity that creates an obligation, to do or not do a particular thing. A contract does not require payment of money or other compensation to create an obligation.

V. PROCEDURES

A. All contracts, other than previously approved standard contracts and templates, must be forwarded to the Office of the General Counsel for legal review prior to execution to enable University attorneys to make changes as necessary. Once the Office of the General Counsel's attorneys have completed their review, contracts are forwarded to the appropriate person for further processing and execution.

(Note: Signatories to all contracts are indicated on the “Delegations of Authority” tab on the Office of the General Counsel website. Positions not identified as having been delegated authority are not authorized to execute contracts.)

- B. No work should be performed or goods provided before a contract is fully executed. Sufficient time must be allowed for the Office of the General Counsel and the signing authority to review and process a contract prior to the commencement of the work to be performed or the goods to be provided. Questions regarding changes made due to legal review should be directed to the attorney making the changes.
- C. All contracts reviewed by the Office of the General Counsel must have the attorney’s signature on the contract.

VI. HISTORY

New 07/01/2015

APPROVED  July 1, 2015
President Date

ARCHIVED