

University Contracts/Agreements Procedure Instructions

The External Contracts Control Sheets are located on the VP Finance website at <http://www2.creighton.edu/finance/>.

Any questions about the forms should be directed to the Vice President for Finance office at @ 4093.

Unless noted in the exception table below, all contracts/agreements involving Creighton University and an external company or individual adhere to these procedure instructions. The process is to be completed prior to making any payments to a company/individual.

Procedure Exceptions	Contact Information
Grants or Research Related Contracts/Agreements	Grants administration office @ 2064
Faculty Appointments-New	President (upon presentation by Dean's office of the hiring school or college)
Faculty Appointments-Renewal	Dean's office of the hiring school or college
Student Clinical/Experiential Affiliation Agreements with No Financial Consideration	Dean's office of the school or college, with legal approval
Athletics Game Guarantee Contracts	Athletic Director
Athletic Marketing Sponsorship Contracts	Athletic Marketing @ 3498
Existing Service Agreements under \$25,000	Purchasing @ 2100
Marketing and Communications Advertising Agreements	Approval by the Associate Vice President for Marketing and Communications

Accurately type all appropriate information into the External Contracts Control Sheet form utilizing the drop down selections. A printed copy of the control sheet is attached and routed with the contract. Prior to routing verify there is a signature block for both the vendor and the Vice President for Finance on each signature page. If not, please **add a signature block including a date line into the contract for the Vice President for Finance and the vendor**. See example.

Vice President for Finance

Date

Route the External Contracts Control Sheet with the contract attached as noted in the following table.

Pre-Routing Signature Requirements: **Leasing of buildings/office space** requires the signature approval of the Facilities Management Department. All **goods and services agreements including technology purchases** require the signature approval of the Purchasing Department. If unsure whether a contract is for goods and services or for questions about technology purchases, please contact purchasing at @ 2712.

Signature/Approval Routing Order	
Purchasing	Goods and services including technology purchases
Facilities	Leasing of buildings/office space
Vice President for Information Technology	All technology software purchases and renewals
Department Chair or Program Director	
Dean of the College or School	
Vice President	
Legal Counsel	Contract may need changes per legal review
Vice President for Finance	

Upon final approval, the Vice President for Finance office will return the original contract documents to the individual listed for "Return Contract To" on the External Contracts Control Sheet. The contract/agreement is then executed with the respective company or individual.

If marked *Contract is complete* on the External Contracts Control Sheet, the Vice President for Finance office will scan and index the document into the document management system.

When the box is marked to *Return a copy of this Contract Control Sheet with the fully executed signature pages*, a copy of the External Contracts Control Sheet and the signature page(s) with the company/individual signatures must be returned to the Vice President for Finance office either as a scanned email attachment or by campus mail. The indexed contract will then be updated as "complete."