

International Contracts and Agreements Process

An agreement, MoU, contract, LoU, etc., intended to create an obligation to or from the University must be reviewed by University Counsel if:

- (1) the duration of the obligation is for one year or more,
- (2) the University commitment is \$20,000 or more, or
- (3) there is a possible liability of \$20,000 or more (including from a potential lawsuit).

Types of obligations include (but are not limited to):

- (1) Purchase or sale of goods and services
- (2) Real estate
- (3) Employment
- (4) Professional and consultant services
- (5) Affiliations
- (6) Amendments of existing obligations
- (7) Assumption of risk and releases
- (8) Registration forms for events

International Agreement Process Checklist (items to include in agreements):

- University is referred to as “Colorado Seminary, which owns and operates, the University of Denver and its [originating department's name]”
- The contract term
- The obligations/deliverables are clearly outlined
- Payment due dates
- Insurance or similar coverage
- Termination provisions
- Dispute resolution provisions

Other items to consider:

- Does the person signing the contract have the authority to sign it? (see second page)
- Has the contract been reviewed by your budget person before routing?
- Has the contract been reviewed by Risk Management?
- Has the contract been submitted, reviewed and approved *before* execution?

Signing Limits of Authority:

- Authority with unlimited term and/or amount
 - ❖ Chancellor (unlimited)
 - ❖ Provost and Executive Vice Chancellor (unlimited)
 - ❖ Vice Chancellor for Business and Financial Affairs (unlimited)
- Other authority limited to one year
 - ❖ Controller (up to \$250,000, up to \$1.5 million related to sponsored programs)
 - ❖ Director of Purchasing Services (up to \$100,000 for normal University procurement contracts)
 - ❖ Assistant Director of University Business Services (up to \$100,000 for normal University procurement contracts)
 - ❖ Director of Facilities Management (up to \$50,000 for customary facilities management activities)
 - ❖ Vice Chancellor of Human Resources (up to \$500,000 for contracts/agreements relating to benefit plan contracts)
 - ❖ Director, Enterprise Risk Management (up to \$500,000 for contracts/agreements relating to insurance carriers)
 - ❖ Assistant Controller Research Administration (up to \$500,000 for grants/contracts related to research)
 - ❖ Executive Director for Conferencing, Events, and Special Programs (\$100,000 for matters involving conferencing, events, and special programs)
 - ❖ Executive Director, Newman Center for Performing Arts (up to \$100,000 relating to the Performing Arts Center)
 - ❖ Vice Chancellor for Communications (up to \$50,000 for media and publications)
 - ❖ Associate Vice Chancellor, University Technology Services (up to \$50,000 for computer-related activities)
 - ❖ Associate Provost for Internationalization (up to \$50,000 for study abroad contracts)
 - ❖ University Counsel (up to \$50,000 for engagement letters for legal or litigation services)
 - ❖ Director of Athletics and Recreation (up to \$100,000 for contracts pertaining to athletic participation)
 - ❖ Vice Chancellor of University Advancement (up to \$500,000 for IRS form 8283- Non-cash Charitable Contribution Form)
 - ❖ Deans and Vice Chancellors and one other departmental designee (other than the Budget Officer) up to \$50,000.

The Vice Chancellor for Business and Financial Affairs may designate others in writing with the amounts determined annually.

Requests for additional signature authority must be made to the Vice Chancellor for Business and Financial Affairs. Upon approval, request for documentation of the signature authority is made through the Office of the University Counsel.

Contact Review Process:

1. For contracts that include the purchase/acquisition of goods and/or services by the University, the path is the electronic Business Services workflow. See <http://www.du.edu/purchasing/training.html>.
2. For all other contracts (**not** for the purchase of goods and/or services by the University), see <http://www.du.edu/counsel/contract-review-process/index.html>.