



UNIVERSITY OF  
WEST GEORGIA

Last N/A  
Approved  
Effective N/A  
Next Review N/A

Area Administration/  
Governance  
(Procedures)  
Chief Or Office of  
Responsible Legal Affairs  
Office

## Contract Administration

Authority for Procedure granted by [UWG PL #1007, Contract Management](#).

This procedure applies to all contractual transactions and/or agreements with external entities including, but not limited to, Contracts/Agreements/Terms & Conditions/Memorandum of Understanding (MOU)/License(s), hereinafter referred to as "Contracts". This includes any contractual transaction that does not have a financial component as well.

The intent of this procedure is not to override existing approval paths within departments. This procedure only addresses contractual transactions and/or agreements' approval and does not replace existing University prior approval requirements for purchasing special commodities or services (i.e., technology, vehicles, hazardous materials, etc.).

*Note: When executing a financial transaction, follow [UWG PL #3001 Procedure: Authorized Financial Approvers](#). UWG Foundation-related contracts should be submitted following their process.*

### A. Contract Submission and Routing

All contractual transactions and/or agreements entered into on behalf of the University shall be reviewed by the Office of Legal Affairs (OLA) before the contract is signed by any University personnel. For OLA to ensure UWG is compliant with federal/state regulations and University System of Georgia (USG) policy, all Contracts are required to follow the contract submission process.

**To initiate the contract submission process:**

1. **Enter Contract details via the online [Contract Routing Submission Form](#).**

*Required information as indicated on form.*

*If a contract is time-sensitive, enter "Urgent" at the beginning of the Contract Name (i.e., Urgent Football Postseason Hotel) on the form to expedite the process.*

2. **Initiator receives contract submission confirmation email (includes information entered).**

*Note: See Section B: Contract Approvals as additional area approvals may be needed:*

(Information Technology Services (ITS), University Communication and Marketing (UCM), Purchasing, etc.)

3. **Initiator receives contract approval confirmation email (all approvals have been acquired).**  
*Email will include the "open update form" link.*
4. **After the approval confirmation is received, the submitter can start the requisition or payment process (PO, check request, etc.) as needed.**  
*Confirmation email must be submitted with any payment requests. Questions related to the payment process should be sent to [purchasing@westga.edu](mailto:purchasing@westga.edu).*
5. **The initiator is responsible for collecting signatures (including electronic) from all parties to execute the contract.** See [Delegation of Authority Matrix](#) (DAM)
6. **Email signed contract to [contracts@westga.edu](mailto:contracts@westga.edu).**
7. **The initiating department will return the fully executed contract to OLA, which is responsible for storing all contracts under this procedure.**

~~Note: Allow 5-7 business days for the completed review of your submitted contract.~~ **Note: Allow a minimum of 5-7 business days for the review of your completed submitted contract (additional items or corrections may be requested during the review process).**

Unless otherwise provided by University policy/procedure, the initiating unit is primarily responsible for monitoring and carrying out the University's obligations under a contract. Failure to monitor contract requirements may expose the unit or University to financial loss, legal actions, and breach of contract or default claims. Any questions about these matters or these procedures should be brought to the attention of the Office of Legal Affairs at [legal@westga.edu](mailto:legal@westga.edu).

For questions about the process or contract status, email [contracts@westga.edu](mailto:contracts@westga.edu) or visit the [Contract Management](#) webpage.

## B. Contract Approvals

Once the contract is submitted, depending on submission details, it will route to applicable areas for approval, i.e., Purchasing, ITS, UCM, etc. Per [USG Business Procedures Manual 3.4.4 Supplier Contracts](#), ITS will ensure that suppliers with access to UWG data are adequately protecting that data. In doing so, ITS, in partnership with other applicable departments, will conduct a risk assessment, categorizing risk with each applicable agreement as "None," "Low," "Moderate" or "High" as defined in USG BPM 3.4.4. If ITS determines a Data Sharing Agreement is required, OLA will route, if necessary, the Data Sharing Agreement to the appropriate parties for signature. (see UWG PL #5002 associated procedure [Data Storage and Use](#))

When all applicable departments have reviewed and approved, the contract is then reviewed by OLA. Once OLA has reviewed and approved, a confirmation email is sent to the initiator. The confirmation email lets the submitter know the contract has been approved. Once received, the submitter can start the procurement or payment process (if necessary) and acquire signatures for the contract per the [Delegation of Authority Matrix](#) (DAM).

If an approver has any concerns with their approval link, email [contracts@westga.edu](mailto:contracts@westga.edu) and include the

respective contract.

## C. Contract Revisions and Renewals

To amend or revise an approved contract, email [contracts@westga.edu](mailto:contracts@westga.edu) for instructions on how to proceed.

Contracts on a renewal basis are treated as new submissions and thus must follow steps 1-7 above in section A.

## D. Review and Approval Instructions

~~Contract reviewers and approvers~~ **Employees** should familiarize themselves with the [Contract Submission Job Aid](#) (for instructions on how to submit a contract) and the [Contract Approver Job Aid](#) (for instructions on how to approve and give comments once you, as an approver, receive a contract submission).

## E. Recordkeeping

Each unit should regularly review the current [USG Records Retention Schedules](#) and, when required, propose updates to current schedules as needs evolve. UWG complies with the records retention guidelines published by the Board of Regents (BOR) of the USG.

~~In accordance with these specific retention requirements, the initiating department will return the fully executed contract to OLA which is responsible for storing all contracts under this procedure.~~

In accordance with these specific retention requirements, Purchasing Services shall serve as the official record holder for all contracts and agreements that involve the purchase of goods, services, or other items on behalf of the University. The Office of Legal Affairs shall serve as the official record holder for all memoranda of understanding (MOU's), cooperative agreements, and other forms of agreement that do not result in a purchase. Each office shall maintain and dispose of its respective records in accordance with the University's records retention schedule and applicable state records management requirements.

## Definitions

**Contract** - any agreement, memorandum of understanding, memorandum of agreement, letter of intent, or other written or electronic documents, or renewal of or amendment to such document that commits the funds, personnel, facilities, equipment, property, or other resources of the University.

## Forms

- [Contract Routing Submission Form](#)

## Guidelines/Related material

- [Authorized Approver List for Financial Transactions](#) (UWG Single-Sign-On (SSO) required)

- [Contract Management website](#)
- [Contract Management Workflow](#)
- [Delegation of Authority Matrix](#) (DAM)  
(one USG login required)

## Appendices/ Other Resources (i.e., training, checklists, job aids)

- [Contract Approver Job Aid](#) - instructions on how to approve and give comments once you, as an approver, receive a contract submission.
- [Contract Submission Job Aid](#) - instructions on how to submit a contract.

### Approval Signatures

Step Description

Approver

Date