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A contract is a written agreement that is legally enforceable



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The Provost may sign any contracts that are related to academic affairs and do not require any expenditures.

This contracting and signatory authority differs from payment approval. Designated personnel who are in a position to know that the goods were received or the services were performed may authorize payments made under an appropriately approved contract.

The University's Contract Management System ("CMS") is the official system for tracking the life cycle of all University contracts and provides a workflow for the approval of contracts based on contract type.

This system serves as the central repository for all University contracts and all related documentation.

System access is provided only after a user has undergone Lexion training. Training may be conducted by University personnel or Lexion representatives.

This system shall be utilized for all University contracts.

Departments are expected to upload current, active contracts that predate Lexion implementation, along with any related documentation.

The Contract Manager is responsible for ensuring the contract information is entered and the document and related supporting documentation are uploaded.

The Contract Manager is responsible for administering a contract to ensure compliance with the terms. The Contractor Manager is also charged with making business decisions based on the performance of the contract.

Contract managers shall record changes, renewals, addenda, and amendments to contracts within the CMS.

All individuals responsible for procuring goods and services on behalf of the University must be familiar with this policy and contracting requirements.

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Contract Requesters are responsible for inputting the contract record into the CMS.

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Contract Managers are identified by their Department heads and shall be adequately skilled in Contract Management according to the level and complexity of the contract. The Contract Manager is responsible for:

Administering the contract and contract record in the CMS;

Monitoring the performances of the University and the vendor according to the obligations outlined in a contract;

Managing the relationship between the University and the vendor;

Ensuring charges are appropriate and payment is made in accordance with the terms of the contract;

Identifying the funding source for the purchase; and

Uploading the fully executed contract and related documentation to the CMS and recording the contract status.

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The Contract Signer is responsible for:

Reading and understanding the contract's business terms and conditions;

Ensuring that the contract meets the business needs of the University;

Ensuring that the General Counsel has reviewed the contract; and

Physically or electronically signing the contract.

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The General Counsel is responsible for:

Developing standard University terms and conditions;

Reviewing and approving contracts as to form and legality;

Drafting, reviewing, and approving contract templates and forms;

Reviewing vendor contract forms and proposed changes to contract forms/templates; and

Ensuring conformity with applicable laws and regulations.

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The Purchasing Office is responsible for:

Negotiating contracts;

Administering the CMS;

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The Accounts Payable Office is responsible for reviewing payment requests prior to processing to ensure:

All required signatures are on the request;

Requests contain proper index and account coding; and

Payment is reviewed and processed within the payment terms.

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The Internal Audit Team is responsible for conducting an annual review for compliance with this policy.

Model Procurement Code

KAR 745 1:060

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