

Revenue Contract Over \$50,000 - Administrative Review and Approval Form

General Information

Campus: College/Division:
 College Business Officer: AVP/Dean:

I have reviewed this contract and approve of the business terms and activity, and agree that the transaction is directly related to furthering the educational, research, extension, public service, or campus support functions of the University.

Business Administrator Signature: Date:
 AVP/Dean Signature: Date:
 CFO/Designee (UHCL, UHD, UHV only) Date:

Summary of Contract Terms

Vendor:
 Contract Description and Purpose:

Initial Contract Term	Start Date	<input type="text"/>	End Date	<input type="text"/>
Possible Amendments	Amendment Terms:	<input type="text"/>	Maximum End Date:	<input type="text"/>
Contract Amount	Initial Term	<input type="text"/>	With all possible amendments:	<input type="text"/>

APPROVALS

TAX COMPLIANCE

Contract is approved, and has known Unrelated Business Income Tax (UBIT) or other tax reporting requirements
 Contract is approved and has no known UBIT or other tax reporting requirements
 Contract is not approved
 Reason:

Name	Director, Tax Compliance
Signature	Title
	Date

DEBT COMPLIANCE

Contract is approved and presents no known conflicts with tax exempt bond issuances
 Contract is not approved
 Reason:

Name	Associate VC/VP For Finance
Signature	Title
	Date
Name	Treasurer
Signature	Title
	Date

AUXILIARY ENTERPRISE COMPLIANCE

Contract is approved and presents no known conflicts with auxiliary enterprise contracts
 Contract is not approved
 Reason:

Name	Associate VC/VP for Administration
Signature	Title
	Date

Request number assigned by Tax Office:

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This form is required for all Revenue Contracts over \$50,000. The completed form must be submitted to the Office of Contract Administration with the contracting packet.

Form Instructions

1. Department completes the first two sections of this form (General Information and Summary of Contract Terms), including obtaining the signature of the College Business Administrator or equivalent.
2. UHCL, UHD, and UHV obtain the signature of their Chief Financial Officer or their designee.
3. College Business Administrator or equivalent emails the form to the Tax Office along with a copy of the full agreement.
4. The Tax Director reviews the form for UBIT and other tax reporting compliance, and indicates approval or disapproval on the form.
 - a. Disapproved forms will be returned to the College Business Administrator or equivalent.
 - b. Approved forms will be forwarded on to the:
 - i. Treasurer, if \$100,000 or less, or
 - ii. Senior Associate Vice Chancellor/Vice President for Finance if \$100,000 or more
5. The Treasurer or the Senior Associate Vice Chancellor/Vice President for Finance reviews the form for compliance with tax exempt bond issuance requirements and indicates approval or disapproval on the form.
 - a. Disapproved forms will be returned to the Tax Office, who will return the forms to the College Business Administrator or equivalent.
 - b. Approved forms will be forwarded on to the Associate Vice Chancellor/Vice President for Administration.
6. The Associate Vice Chancellor/Vice President for Administration reviews the form for compliance with auxiliary enterprise agreements and indicates approval or disapproval.
 - a. Approved or disapproved forms are returned to the Tax Office, who will return the forms to the College Business Administrator or equivalent.
7. The Department submits the completed form to the Office of Contract Administration with the contracting packet.

Request number assigned by Tax Office:

Revised September 14, 2020