

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

General Information

Campus: _____ College/Division: _____

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.

Title	Printed Name	Signature	Date
College/Division Administrator	_____	_____	_____
Assistant Vice President/Dean or Equivalent	_____	_____	_____
CFO or Designee (UHCL, UHD, UHV only)	_____	_____	_____

Summary of Contract Terms

Vendor Name: _____

Contract Description and Purpose: _____

Initial Contract Term Start Date: _____ End Date: _____

Possible Renewal Options Renewal Term: _____ Renewal End Date: _____

Contract Value Initial Term: _____ Value with All Renewal Options: _____

Reviews

Purchasing Compliance

Contract is reviewed and is not subject to UHS Purchasing Guidelines.

Contract is reviewed and determined to be a revenue contract in compliance with UHS Purchasing Guidelines.

Contract is subject to Purchasing guidelines and did not follow the required solicitation process.

Title	Printed Name	Signature	Date
Director, Purchasing	_____	_____	_____

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: _____

Title	Printed Name	Signature	Date
Tax Department	_____	_____	_____

Debt Compliance

Contract is approved and presents no known conflicts with tax exempt bond issuances.

Contract is not approved.

Reason: _____

Title	Printed Name	Signature	Date
Associate VC/VP for Finance	_____	_____	_____
Treasurer	_____	_____	_____

Auxiliary Enterprise Compliance

Contract is approved and presents no known conflicts with auxiliary enterprise contracts.

Contract is not approved.

Reason: _____

Title	Printed Name	Signature	Date
Associate VC/VP for Administration	_____	_____	_____

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This form is required for all Revenue Contracts over \$50,000. The form should be routed for approval and completed while in editable format and unattached from the contracting package. 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 signatures of the College/ Division Administrator or equivalent and the Assistant VP/ Dean or equivalent respectively.
2. UHCL, UHD, and UHV obtain the signature of their Chief Financial Officer or their designee.
3. College/Division Administrator or equivalent emails the form to the Purchasing Director along with a copy of the full agreement.
4. The Purchasing Director reviews the contract to determine if it is subject to Purchasing's guidelines. Purchasing may return the form if the contract is subject to UHS Purchasing guidelines and the department did not follow the required solicitation process before proceeding with the contract. Nonconforming contracts subject to UHS Purchasing guidelines may require revision up to and including proper procurement.
5. The Tax Department 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/Division Administrator or equivalent.
 - b. Approved forms will be forwarded on to the:
 - i. Treasurer, if less than \$100,000, or
 - ii. Associate Vice Chancellor/Vice President for Finance if \$100,000 or more.
6. The Treasurer or the 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 Department that will return the forms to the College/ Division Administrator or equivalent.
 - b. Approved forms will be forwarded on to the Associate Vice Chancellor/Vice President for Administration.
7. 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 Department that will return the forms to the College/ Division Administrator or equivalent.
8. The Department submits the completed form to the Office of Contract Administration with the contracting packet.