



UNIVERSITY OF SOUTH CAROLINA

CONTRACT APPROVAL CONTRACT/AMENDMENT SUBMISSION CHECKLIST Office of General Counsel

[Date Received by Office of General Counsel: _____ . Assigned Contract ID #:_____]

The Board of Trustees has designated the University officials authorized to sign contracts on behalf of the University of South Carolina. Please read University policy BTRU 1.04, Authority to Sign Contracts, to insure compliance.

This form must be completed in its entirety or it will be returned to the requesting party. Two copies of the completed form, along with not less than two copies of the proposed contract, should be submitted to the Office of General Counsel, which is located in Room 109, Osborne Administration Building, for review.

Please allow not less than 14 days for contracts to be processed and signed; provided, however, contracts with a cost/value of \$250,000 or more cannot be processed for signature until approved by the Board of Trustees at a regularly scheduled meeting. The Board of Trustees meets quarterly; the schedule of meetings can be found at www.sc.edu/boardoftrustees.

The Office of General Counsel is available to assist you if you have questions. Office phone: 803-777-7854

MARK IF URGENT: (Explain special circumstances relative to urgency) _____

Signature of Dean/Dept. Head:

I. USC PARTY REQUESTING CONTRACT APPROVAL

- 1. Name of College/Department/Unit: _____
2. Contact Person: _____
Title: _____
Address/Office Location: _____
Phone Number: _____
3. Date submitted to Office of General Counsel: _____

II. CONTRACTOR/VENDOR

- 1. Company Name: _____
2. Company Address: _____
3. Contact Person: _____
Title: _____
Phone Number: _____
Email Address: _____

III. CONTRACT TERMS

1. Start Date: _____
2. End Date: _____
3. If this is a Contract Amendment/Renewal, Insert Original Contract #: _____
4. Contract Cost/Value (expenditure or revenue):
 - Annual Cost/Value: _____
 - Maximum Cost/Value Over Full Term of Contract: _____
5. Payment Schedule (e.g., in advance; monthly; quarterly; annually): _____
6. Description of Services: _____

IV. CONTRACT CHECKLIST/CONFIRMATION - Requesting party confirms the following (check each box):

- Contract/Exhibits/Appendices:** Contract and all documents referenced in the contract are attached (including the original contract if this is a renewal/amendment). All such documents have been read and agreed to in their entirety by the requesting party. No supplementary verbal or written agreements were made between the parties.
- Term (Contract Period):** Contract term is clearly stated, including both start and end dates. Contract has not commenced prior to final approval and signature by USC, and no goods or services have been received prior to final approval and signature by USC.
- Automatic Renewal:** Contract does not contain an automatic renewal clause.
- Description of Services:** Description of services is complete (i.e., who, what, when, where and how services are to be performed) and matches the verbal understanding of the parties.
- Contract Cost/Value:** Cost/value (expenditure or revenue), annually and for full Contract Term, and Payment Schedule are clearly stated
- Business Terms:** Business terms of the contract have been reviewed and approved, and the requesting party has the funds available to make any required payments.
- Governing Law:** Contract is governed by South Carolina law and does not subject USC to the laws of another state.
- Procurement Code:** USC Purchasing Office has been consulted regarding the purchase of goods and services being acquired and to confirm that all applicable procurement rules and regulations have been followed.
- Insurance:** USC Risk Management Office has been consulted regarding any insurance requirement in the contract and to confirm that USC maintains the insurance necessary to meet any such requirement.
- Software:** If contract is for the purchase or license of software, the USC Division of Information Technology has been consulted and has approved the use of the software.
- Indemnification:** Contract does not obligate USC to indemnify or hold the contractor/vendor harmless.

- Conflict of Interest:** Requesting Party has disclosed to USC any conflict of interest regarding contractor/vendor in accordance with USC Policy BTRU 1.18, Conflict of Interest.
- Comments by Requesting Party:** Please provide any information you wish Office of General Counsel to be aware of or consider in its review of the contract: _____

V. CERTIFICATION OF REQUESTING PARTY

I have read this contract in its entirety and recommend its approval by the University of South Carolina. I certify that all provisions in this contract are acceptable. I further certify that the budget for which I am responsible has sufficient funds to pay the costs associated with this contract.

Faculty/Staff (if applicable):

Name	Signature (original in blue ink)	Date
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Dept/Division Head:

Name	Signature (original in blue ink)	Date
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Director/Dean:

Name	Signature (original in blue ink)	Date
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VI. CONTRACT APPROVAL – This contract has been reviewed and approved by (provide signature):

Office of General Counsel:

- Attorney Name: _____
- Signature: _____
- Date: _____

Board of Trustees (if applicable):

- Date: _____

Note: Approval by Office of General Counsel confirms that this contract is not objectionable on legal grounds. Responsibility for business terms rests solely with the requesting party.