

Financial and Administrative Services

FACT SHEET

Contracts

Procurement of goods and services require compliance with various laws and University policies. Please call our office prior to entering into any procurement agreements/contracts. General guidance is provided below.

Contracts

- The Chancellor and his designees are the only individuals on campus authorized to sign University contracts
- Upload contract for review to:
<https://app.smartsheet.com/b/form/2eb325b1dbd541ab93d85373652914b2>
- Software and other IT-related contracts may also require ITS approval and documentation