

UCCS
 CONTRACT APPROVAL MATRIX
 October 8, 2014

	Category of Contract	Business Review	Legal Review	Position With UCCS Signature Authority	University of Colorado Approval
I(a)	A Card Purchases	Originating Department	Not Required	A Card Holder	Not Required
I(b)	Vendor Contracts \$5,000 or Less – Responsibility for Vendor Agreements of \$5,000 or less has been delegated to the originating department (Section 2-2.8, University of Colorado Fiscal Procedures).	Originating Department	Not Required	Individuals Authorized by the Chancellor	Not Required
I(c)	Vendor Contracts greater than \$5,000 but \$50,000 or less	Originating Department; Provost if Academic Affairs	Not Required	Procurement Service Center Purchasing Agent or Director of Purchasing	Not Required
I(d)	Vendor Contracts greater than \$50,000 but less than \$150,000	Originating Department; Provost if Academic Affairs	Office of University Counsel as required by the PSC	Procurement Service Center Purchasing Agent or Director of Purchasing	<u>For University Controller:</u> Campus Controller or Deputy
I(e)	Vendor Contracts over \$150,000	Originating Department and Vice Chancellor for Originating Department	Office of University Counsel	Procurement Service Center Purchasing Agent or Director of Purchasing	<u>For University Controller:</u> Campus Controller or Deputy

	Category of Contract	Business Review	Legal Review	Position With UCCS Signature Authority	University of Colorado Approval
II(a)	Revenue Contracts \$50,000 or less per year, for a term of less than 5 years and <u>not</u> containing an exclusivity provision	Originating Department and VCAF; Provost if Academic Affairs	Office of University Counsel	Vice Chancellor for Originating Department (including Provost if Academic Affairs)	Not Required
II(a)	Grant or Fee-for-Service Contracts up to \$5 Million, not containing an exclusivity provision	Originating Department, Dean; Provost; OSP	Office of University Counsel	OSP	Not Required
II(b)	Revenue Contracts greater than \$50,000 per year; or, for a term of more than five years; or, containing an exclusivity provision	Originating Department and VCAF; Provost if Academic Affairs	Office of University Counsel	VCAF or Chancellor	Not Required
II(c)	Revenue Contracts over \$5 Million	Originating Department and VCAF and Chancellor; Provost and Chancellor if Academic Affairs	Office of University Counsel	Not Applicable	President

	Category of Contract	Business Review	Legal Review	Position With UCCS Signature Authority	University of Colorado Approval
III(a)	Affiliated Agency (Fund 80) Contracts	Originating Department	Office of University Counsel	VCAF	Not Required
III(b)	Student Internship Contracts	Originating Department	Office of University Counsel unless approved template used	Dean	Not Required
III(c)	Cooperative Research Contracts with other Universities, Partnership Agreements and other Agreements not involving commitment of funds	Originating Department and Dean; Provost	Office of University Counsel unless approved template used	Chancellor or Provost	Not Required
IV(a)	Sponsored Projects and Related Contracts Not Involving University Intellectual Property	Originating Department and OSP; Provost	As Requested by OSP	Director, Office of Sponsored Programs (for contracts of \$5,000,000 or less)	Not Required unless contract is over \$5,000,000, then President
IV(b)	Sponsored Projects and Related Contracts Involving University Intellectual Property	Originating Department and OSP; Provost	OSP	Director, Office of Sponsored Programs (for contracts of \$5,000,000 or less)	Associate Vice President of Technology Transfer for IP; President if contract is over \$5,000,000

	Category of Contract	Business Review	Legal Review	Position With UCCS Signature Authority	University of Colorado Approval
IV (c)	Non-Disclosure Agreements	Originating Department and OSP	Office of University Counsel unless approved template used	Director, Office of Sponsored Programs	Technology Transfer representative, unless approved template used.
V	Technology Transfer Contracts <ul style="list-style-type: none"> - Invention Submission Forms - Material Transfer Agreements - Non-Disclosure Agreements - Licenses 	Originating Department and Technology Transfer Office; Provost	System University Counsel	Not Applicable	Associate Vice President of Technology Transfer
VI(a)	Real Property Contracts of \$5 Million or Less: Facilities <ul style="list-style-type: none"> - Contractor's Agreement - Architect/Engineer Agreement - Consultant Agreement - Construction Manager/General Contractor Agreement - Design/Build Agreement 	Facilities Services and VCAF	Office of University Counsel	<u>For State Architect:</u> Director, Design/University Architect; <u>For Principal Representative:</u> Asst. VC for Administration or VCAF for contracts up to \$1Million; contracts over \$1 Million to \$5 Million: Chancellor	<u>For University Controller:</u> VCAF, or Campus Controller

	Category of Contract	Business Review	Legal Review	Position With UCCS Signature Authority	University of Colorado Approval
VI(b)	Real Property Contracts of \$5 Million or Less: Other Real Property Contracts involving acquisition or sale	Originating Department and VCAF	Office of University Counsel	Chancellor with Board of Regents approval	Board of Regents; <u>For University Controller:</u> Campus Controller or Deputy if expenditure of funds is involved
VI(c)	Real Property Contracts over \$5 Million: Facilities	VCAF and Chancellor	Office of University Counsel	Chancellor with Board of Regents Approval; <u>For State Architect:</u> Director of Design/University Architect; Principal Representative: Asst. VC for Administration or VCAF	President; <u>For University Controller:</u> Campus Controller or Deputy
VI (d)	Real Property Contracts including the transfer of title or grant of permanent easement or right of way	VCAF and Chancellor	Office of University Counsel	Chancellor with Board Of Regents approval	Board of Regents
VII	Work Study Contracts	Financial Aid Office	Not Required When Template Used	Director of Financial Aid	Not Applicable

	Category of Contract	Business Review	Legal Review	Position With UCCS Signature Authority	University of Colorado Approval
VIII	Settlement Contracts	Originating Office and Chancellor	Office of University Counsel	Chancellor	<u>For University Controller</u> : Campus Controller or Deputy
IX	Legal Services Contracts	Office of University Counsel	Office of University Counsel	Not Applicable	Vice President, University Counsel and Secretary of Board of Regents
X	International Agreements	Originating office, Provost if Academic Affairs, OSP, Financial Aid Office (if involving students); VCAF or Chancellor	Office of University Counsel	Chancellor	Not Required