

Georgia State University Foundation, Inc.

Contract Approval Procedure and Contract Routing Form Instructions

Contracts are always the best practice and recommended for all events and professional service providers. However, contracts will be required for all professional service providers and events when the fees to be paid from funds held by the Foundation equal or exceed \$5,000. All contracts to be paid from funds held by the Foundation must be in the name of the Board of Regents of the University System of Georgia by and on behalf of Georgia State University and Georgia State University Foundation, Inc. Event contracts that include the purchase of alcoholic beverages and bartending services can only be in the name of Georgia State University Foundation, Inc. All contracts must be approved and signed by the Foundation before the event occurs or the services are provided and before payment can be made. Please note that no GSU faculty or staff can execute a contract for the Foundation nor obligate the Foundation for payment.

Please follow the steps listed below for the approval of contracts with the GSU Foundation:

1. Before contracting for a fundraising event, please follow and complete the requirements in the Foundation Event Approval Policy & Work Flow. Once the Event has been approved, the contract process below can begin.
2. Please use the standard Foundation contracts for consulting services and speaking engagements in order to avoid modifications of the contract terms upon review. The most current forms will be maintained on the Foundation forms web page, so please use the web page form instead of using an outdated hardcopy form. If a vendor requires its own contract, has proposed changes to the Foundation template contracts, or for event contracts without a Foundation template, please contact the GSU Office of Legal Affairs to negotiate new contracts or changes to the template documents. For all contracts, before the vendor signs the contract, make sure all blanks are filled in or marked Non-applicable (N/A). Ensure that the payment terms include GA sales tax since the Foundation is not sales tax exempt.
3. After the vendor has signed the contract, the unit / department head will approve the contract by executing the contract for the BOR / University. Please be sure to leave the Foundation signature lines blank.
4. After the vendor/provider and the unit / department head have executed the completed contract with original signatures, fill out the General Information and Summary of Contract Terms sections on the Contract Routing Form. The current form will be maintained on the Foundation forms web page, so please use the web page form instead of using an outdated hardcopy form. The Funding Source in the Summary of Contract Terms must be filled in with the appropriate Foundation Project ID number. (Do not use the title of the Foundation project only.) The Funds paid by line must have the box checked for the GSU Foundation. The Signature Authority section of the form must be filled out with either Dale Palmer, CFO or Walter Massey, President.
5. The Contract Support section must be signed by the Dean/VP or their authorized designee as approval for the utilization of the Foundation Funding Source project listed in the Summary of Contract Terms.
6. After the Contract Support section is signed, send the original Contract Routing Form and the original contract to the Foundation Comptroller, since purchasing approval is not necessary for contracts to be paid with funds held by the Foundation.
7. The Foundation Comptroller will verify the Foundation Funding Source, the availability of the funds in the amount of the contract, that the expenditure is in compliance with the Foundation Expenditure Policy, and that the expenditure has been appropriately approved by an authorized signer.
8. The Foundation will execute the contract after GSU Office of Legal Affairs reviews and approves the contract.
9. The original executed contract will be returned to the Requesting Unit along with the original Foundation Contract Routing Form.
10. Make sure to include a copy of the Foundation Contract Routing Form and the contract with the Foundation Disbursement Request for all payments related to the contract.