

## Georgia State University Foundation, Inc.

### Contract Approval Procedure and Contract Routing Form Instructions

Contracts are always the best practice and recommended for all 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 to or exceeding \$5,000. All contracts to be paid from funds held by the Foundation must be in the name of the 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.

Steps for GSU Foundation contract approval.

#### 1. FILL OUT A FOUNDATION CONTRACT FOR VENDOR SIGNATURE.

- Foundation contract templates for Service Provider Agreement (Exhibit B), Speaker's Agreements for Fee or No-Fee (Exhibit C & D) and Rialto Performance Agreement (Exhibit E) are maintained on the Foundation forms web page. Using these templates will facilitate the review of your contract and avoid the need for contract modifications which may prolong the contract approval process. Current forms are maintained on the Foundation forms web page. Outdated hardcopy forms should no longer be used.
- Ensure that all blanks are filled or marked Non-applicable (N/A) and that Payment Terms include GA Sales Tax since the Foundation is NOT SALES TAX EXEMPT.
- Obtain vendor signature on the completed Foundation contract. If a vendor requires their own contract or has proposed changes to the Foundation template, the Office of Legal Affairs will need to negotiate the new contract or any changes to the contract templates.
- After the vendor/provider has signed the Foundation contract, complete the Contract Routing Form (Exhibit A).

#### 2. COMPLETE A CONTRACT ROUTING FORM (CRF).

- Departments are only required to fill out the highlighted portions below of the Contract Routing Form.

**Contact Information** - The Requesting Person is the individual with substantive information about the contract who can best address questions from Legal Affairs. The Administrative contact is the person routing the contract for a unit, often a business manager.

**Contract Details** – **Total Contract Dollar Amount** should be the total estimated final cost of the contract including, sales tax charges and gratuity.

**Description of Services/Goods Procured** should be a short but full description of what the vendor is providing (i.e. Catering for Annual Alumni Event Reception or Photography Services for Student Event). "Alcohol" or "Catering" are not adequate descriptions.

**Funding Source/Project ID#** should have the Foundation Project Name as well as the ID#.

If the **Contract is a Renewal** of a previous agreement, mark the renewal box and attach the expired CRF and executed agreement to be renewed.

**Will the Services/Goods Procured under this Contract.** A new question has been added about the USG requirement for background checks of certain vendor employees. The question uses the language of the USG policy ("Will the Services/Goods Procured under this Contract Involve Regular Interaction with GSU Students, Employees, Funds, Sensitive/Confidential Data

or Facilities"). The answer will be used by Legal Affairs to determine when to attach a background check addendum to vendor agreements being routed for review. When this USG requirement does apply, it is the vendor's – not GSUF's or GSU's - responsibility to obtain the necessary background check. More information on this requirement is available on the Contract page of the Legal Affairs website.

**Authorized Signatory for Contract** – Only authorized GSU Foundation officers can sign a Foundation contract. Dale Palmer, GSUF CFO, for contracts < \$25,000 and Walter Massey, GSUF President, for contracts > \$25,000, are authorized to sign Foundation contracts.

**Departmental Contract Support** – To be signed by the Dean/VP or their authorized designee as approval for the Foundation Funding Source. The Departmental Contract Support signature confirms that the contracting process for the Agreement is in compliance with the University policy on Conflict of Interest.

**Purchasing Approval** – Does not apply if GSU Foundation funds used.

**Foundation Approval** – To be signed by GSUF Comptroller, Micki Begistschke upon review of the contract and verifies compliance with Foundation requirements and adequate Foundation funds to cover the financial obligations of the contract.

**Legal Affairs Approval** – To be signed by reviewing Attorney from Legal Affairs. This section notes that both parties must initial any changes approved by Legal Affairs for the contract to be binding.

**3. SUBMIT ORIGINAL CONTRACT ROUTING FORM TO THE FOUNDATION COMPTROLLER AT ONE PARK PLACE, SUITE 533 FOR REVIEW. ALLOW 5-7 DAYS PROCESSING TIME.**

- The Foundation Comptroller will review the contract to ensure that the expenditure follows Foundation Expenditure Policy and to verify that there are adequate funds from the selected Foundation funding source.
- The CRF's Foundation Approval section is signed and forwarded to the Office of Legal Affairs together with the vendor contract for review and approval.

**4. THE OFFICE OF LEGAL AFFAIRS REVIEWS CONTRACT ROUTING FORM (CRF) AND CONTRACT. ALLOW 2 WEEKS PROCESSING TIME.**

- The Office of Legal Affairs will review the contract and any edits made will be noted. All edits must be initialed by the vendor and Foundation. The reviewing attorney will contact the Requesting Person for questions.
- The CRF's Legal Affairs Approval section is signed by the reviewing attorney. The CRF and contract are sent back to the Foundation for final execution.

**5. THE FOUNDATION WILL EXECUTE THE CONTRACT.**

- The Foundation will execute the contract once the CRF and contract is received back from the Office of Legal Affairs. Contract edits will be initialed, and the contract signed by the Foundation officer authorized to execute Foundation contracts.

- 6. THE ORIGINAL EXECUTED CONTRACT WILL BE RETURNED TO THE REQUESTING UNIT.**
  - An email will be sent to the Requesting Person and Administrative Contact notifying them to pick up the original executed contract and Contract Routing form.
  - All edits must be initialed by both the Foundation and vendor for the contract to be binding. Submit a copy of the final contract to the Foundation.
  
- 7. TO SEEK PAYMENT ACCORDING TO THE TERMS OF THE CONTRACT, SUBMIT A FOUNDATION DISBURSEMENT REQUEST.**
  - Make sure to include a copy of the Foundation Contract Routing Form and the fully executed contract with the Foundation Disbursement Request for payment.