

## Contract Approval Flow-Chart

1. **Requestor:**
  - Please fill out the top portion of the cover sheet.
  - If there is monetary involvement to the contract, the requestor must indicate the intended index code that will be used.
2. **Receive Contract:** Receive the contract for review from the relevant party.
  - Contracts will be sent to [Contracts@atu.edu](mailto:Contracts@atu.edu).
3. **Preliminary Review:** Conduct a preliminary review to determine proper approvals.
  - The contract Liaison will ensure that the contract is complete.
  - The contract Liaison will submit the entire contract proposal to the appropriate supervisor, Department Head, Dean, and EC Member.
    1. **Supervisors, Department Head, Dean and EC Member will:**
      1. Review the operational requirements and implications of the contract (e.g., resources, timelines, deliverables, programming, software, etc.).
      2. Ensures budget sustainability (if applicable)
      3. Ensure alignment with the organization's goals and capabilities.
  - Once all approvals are secure, the appropriate EC member will route the contract cover page and the entire contract proposal to the contract liaison.
  - The contract liaison will:
    1. Review contract, MOU, etc. for agreed upon language (with legal counsel) to be amended.
    2. Route Procurement Contracts to procurement for monetary obligations, review, and negotiations and cc Legal Counsel.<sup>1</sup>
    3. Route all other non-monetary contracts, MOUs, etc. to Legal Counsel for legal review.
4. **Legal Review:**
  - Review the contract for legal compliance with applicable laws and regulations.
  - Identify any legal risks or issues and communicate these with the contract liaison to begin negotiations with the vendor and requestor.
  - If an agreement is made between all parties, the contract liaison will secure the appropriate signature for the MOU/Contract.<sup>2</sup>
  - A signed copy of the contract will be distributed to the following:
    1. Vendor
    2. EC Member
    3. Supervisor, Department Head, Dean
    4. Requestor
5. **Archiving:**
  - Copies of signed non-monetary contracts, MOU's, etc. will be maintained with Legal Counsel via the contract liaison.
  - Ensure easy access for auditing or review purposes.
  - Procurement will archive procurement contracts.

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<sup>1</sup> Contracts with monetary commitments will be processed, evaluated, and archived within the Procurement Department.

<sup>2</sup> Contracts with a monetary commitment may only be signed by the Vice President of Administration and Finance or their designee. All other MOUs and contracts may be signed by the appropriate EC member.

## **Additional Contract Information**

- This contract will be reviewed with the assumption that all bidding publication and notice procedures required under Arkansas law have been followed. If these procedures have not been followed, you should not pursue this contract until full compliance with all Arkansas procurement laws have been achieved. In addition, no opinion is rendered regarding the economic feasibility of the terms of the contract or the advisability of the venture as a whole.
- Any purchase over \$20,000 will require a bid.
- Please include a cover sheet for all contracts, agreements, MOU's, and SOW's.