



ASUN Operating Procedure – 3003

Operating Procedure Synopsis

Title: Contract and Agreement Review and Approval

Approval Date/Revision Date(s):

Review Date(s): 4/2018, 5/2019, 5/2020, 5/2021

Executive Cabinet Liaison: Vice Chancellor for Finance and Administration

Responsible Manager: Vice Chancellor for Finance and Administration

A. Purpose and Scope

This operating procedure defines the process for submitting and obtaining approval for contracts and agreements submitted to Arkansas State University – Newport from third parties. This procedure will help to ensure the college abides by state contract law and appropriate procurement law. All contracts and agreements will be approved and signed by the Vice Chancellor for Finance and Administration. When necessary, the agreement or contract will be reviewed by the ASU System Legal Department before being approved by the Vice Chancellor for Finance and Administration. This operating procedure applies to all ASUN employees and any third party conducting business with ASUN.

B. Definitions

Contract/Agreement – Any document outlining the relationship between ASUN and any other party for the doing or not doing of a specified event or activity.

Third Party – Any vendor, person, or agency that wishes to transact business or enter into any contractual relationship with the college.

C. Procedures

1. Any contract or agreement received by any agent of the college will be submitted for review and approval by the Vice Chancellor for Finance and Administration by emailing the contract to contracts@asun.edu.
 - The e-mail submission must include:
 - i. The basic good or service the contract/agreement is designed to facilitate.
 - ii. The estimated annual cost of the good or service.
 - iii. The date desired to receive the reviewed contract (see steps 3-5). If emergency review is needed earlier than 14-15 business days, please include the earlier date requested and the reason for the expedited review.
 - iv. The agreement or contract to be reviewed as an attachment.

* All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

2. When received, the contract will be immediately logged in a Vendor Contract Log file to provide tracking and facilitate a transparent review process.
3. The Vice Chancellor for Finance and Administration will conduct an initial review of the agreement or contract to determine the need for review by ASU system counsel. If needed, the Vice Chancellor for Finance and Administration will forward a copy of the contract to the ASU System Legal Department for review.
4. Under the ASU system contract review process, all contracts/agreements shall be reviewed no later than 15 business days from the date of receipt, barring an exceptional circumstance that requires a longer time to review.
5. In the case where ASU system review is not required, the Vice-Chancellor for Finance and Administration shall review the agreement or contract no later than 14 business days from the date of receipt, barring an exceptional circumstance that requires a longer time to review. ***Please note, bidding is required at certain levels for goods and services (for information, please contact the Director of Procurement). This can add significant time to the approval process depending on the amount and type of good or service. Please note, some services require legislative approval depending on the composition and/or amount. Legislative approval can add as many as 60-90 days to the approval process.***
6. After review, the Vice Chancellor for Finance and Administration will send the contract/agreement back to the agent of the institution that is in communication with the external 3rd party with required changes or additions to the contract. The agent of the institutional agent may request the VCFA to work directly with the third party to resolve differences or provide information if needed. Accordingly, the VCFA will request communication from ASU system legal counsel with the 3rd party as needed.
7. Upon resolution of changes and additions to the contract/agreement the VCFA will sign the document as the authorized agent of the institution. In the instance where the Chancellor's signature is required, the VCFA will forward the document to the Office of the Chancellor for the appropriate signature.
8. Updates on the review process can be received at any time by emailing contracts@asun.edu.
9. A copy of the approved contract will be filed in the Vice Chancellor for Finance and Administration's electronic files and will be logged in the Vendor Contract Log.

D. Related Information

Email address to submit contracts – contracts@asun.edu

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