



Procedure for executing contracts in support of fundraising, donor and alumni cultivation, and support of Foundation operations for the University

1. Why do we need this procedure? **For your protection and the institution's protection.**

UGA employees do not have the authority to sign on behalf of UGA or UGAF any contracts without review and approval by either the Office of Legal Affairs or UGAF. A contract signed by a University employee without proper review may subject the employee to **personal liability** for the contract.

2. What contracts should be submitted to UGAF?
 - a. All contracts in support of fundraising and/or donor cultivation should be submitted directly to UGAF for review and execution.
 - b. For other types of expenses, please refer to the [Expenditure Matrix](#).
3. What is the process for review and execution of contracts by the Foundation?
 - a. The UGA employee responsible for oversight of the contract performance should carefully read and review the contract to ensure terms proposed meet expectations.
 - b. The UGA employee responsible for oversight of the contract performance should complete the attached checklist.
 - c. If a deposit is required upon execution of the contract, complete a check request along with all necessary supporting documentation, including business purpose, whether alcohol will be served, and list of invitees/attendees.
 - d. Send an email attaching the completed checklist, contract, and the required supporting documentation to UGA Foundation using this [link](#). You may also use the submit button on the checklist.
4. The Foundation will review the contract, contact you with any questions, negotiate with the vendor regarding any unacceptable legal terms, execute the contract if possible, and return the contract along with any required deposit.

Checklist for contracts to be executed by the University of Georgia Foundation

Name of Event _____

Date of Event _____

Requirement	Description	Initiator Approval (Please initial)	Final Approval (Please initial)
Contract is complete	The contracts and all documents incorporated by reference, including all exhibits and appendices, are attached.		
Contract has been reviewed and agreed upon	All the attached documents have been read and agreed upon by the originating department and all staff members who have an obligation under the contract.		
Name of contracting party	The name of the contracting party is stated as the University of Georgia Foundation.		
Understanding of contract	The written contract matches the verbal understanding of all parties. All terms and conditions conform with the final negotiations/agreement of the parties. No supplementary verbal or written agreements were made.		
Contract is appropriate to UGAF mission	The contract is appropriate to both the Foundation's and the University's mission.		
No conflicts of interest	The other party to the contract is not a public official; an employee of the University, the Board of Regents, or another University System employee; or a member of the Foundation's Board of Trustees. The other party is also not an entity in which a UGA employee, a Trustee, or a member of the UGA employee's or Trustee's family is sole proprietor, partner, or owns 25% or more of the stock or assets of the entity.		
Use of University logos	If the contract allows the other party to use the University's or Athletic Association's name, logo, or other trademarks associated with the University of Georgia, this use has been approved by the appropriate University official.		

CONTRACT SUBMISSION	
Date submitted to UGAF:	
Date to receive contract back:	
Are there 10 business days between submission and before this contract is to be received back? (Y/N)	

Certification of Requesting Party:	Payment Terms:
<p>I have read this contract entirely. I am satisfied with its description of the goods and/or services to be provided. I am also satisfied with the descriptions of the Foundation's obligations including payment amounts, payment due dates, and insurance requirements.</p> <p>_____</p> <p>Signature of Requesting Party</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p>	<p>If applicable, the date deposits are due (should be at least 10 business days from submission to UGAF and should be detailed in the contract)</p> <p>Check request for contract: _____</p> <p>Date deposit is due: _____</p> <p>Date first payment is due: _____</p> <p>Date final payment is due: _____</p>