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| Approved by: Effective Date: 3/23/2020Vice Chancellor, Planning and Administration **University of Washington Bothell Policy Statement****CONTRACT REVIEW AND APPROVAL POLICY****POL – 3.2** |

1. **OVERVIEW**

This Contract Review and Approval Policy (Policy) applies to any type of contractual agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration and must include specific elements. A contract may be in the form of an agreement, proposal, statement, notice, letter, memorandum of understanding (MOU), memorandum of agreement (MOA), purchase order, grant, cooperative agreement, etc. In addition, such documents may go by other names as well. This Policy applies to all members of the University of Washington Bothell (UW Bothell) community.

1. **POLICY**

UW Bothell enters into contractual agreements each year that involve a wide array of activities. The purpose of this Policy is to establish the protocol that members of UW Bothell must follow before entering into contracts that are intended to be binding.

No officer or member of the UW Bothell community has the authority to sign contracts on behalf of the campus or any school, program, department or unit of UW Bothell in the absence of a formal written delegation of authority.

Any contractual agreement binding UW Bothell, regardless of dollar amount, must be initially routed to UW Bothell Fiscal and Audit Services or UW Bothell Sponsored Programs to ensure proper review, approval and documentation retention, in accordance with the UW Bothell Contract Review and Approval Process described below.

1. **UW BOTHELL CONTRACT REVIEW AND APPROVAL PROCESS**

This Policy places contracts into three main categories: Procurement, Non-Procurement and Research. Each category has its own review and approval workflow (see ATTACHMENT A).

1. **Role of UW Bothell Fiscal and Audit Services (FAS)**

Point of contact for UW Bothell procurement and non-procurement contracts except for research contracts.

1. **Role of UW Bothell Sponsored Programs (SP)**

Point of contact for UW Bothell research contracts.

1. **Contract Signature Authority**

The President of the University of Washington is authorized to enter into contracts involving the business and academic affairs between the University and another party. The President is permitted to delegate this responsibility to appropriate University of Washington officials. At UW Bothell, the Chancellor has been delegated this authority.

No officer or member of the UW Bothell community may sign or otherwise execute a contract that binds the campus unless they have been delegated signature authority by the Chancellor. Individuals who sign contracts without documented signature authority may be personally liable for the obligations assumed under such Contracts. The school dean, unit director, or other supervisor is responsible for communicating this Policy to all staff members and for enforcing its requirements.

1. **RETENTION OF SIGNED CONTRACTS**

Signed procurement contracts are to be maintained by UW Seattle Procurement Services. Research contracts are to be maintained by the UW Seattle Office of Sponsored Programs. Signed non-procurement contracts are to be maintained by UW Bothell Fiscal and Audit Services. All signed contracts must be maintained for the period required by their respective retention schedules.

**ADDITIONAL INFORMATION OR QUESTIONS**

UW Bothell Fiscal and Audit Services: uwbcontr@uw.edu

UW Bothell Sponsored Programs: cindys00@uw.edu

**RELATED LINKS**

[UW Procurement Services Buying From Contracts](https://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts#What%20is%20a%20UW%20Contract)

**UW BOTHELL CONTRACT REVIEW AND APPROVAL POLICY**

**ATTACHMENT A**

