

**COMPLETING THE
Office of Contract Administration
CONTRACT COVERSHEET and APPROVAL FORM**

**The contents of this form must be typed, not handwritten.
ALL fields must be completed. If not applicable or none, state "N/A" or "None."**

Sections that must be completed are:

General Information—Enter the department/college/division Contact person that has read the agreement and will be able to answer any questions posed by legal regarding the agreement. The Business Administrator is the business coordinator of the department/college/division.

Summary of Contract Terms—Enter the information about the contract. All information is important, but it is critical to give the name and contact information of the contractor since legal may need to contact them directly.

- Contract Description should be a complete, concise statement of services or scope of work that will be provided under the agreement.
- Start date of the contract should be no earlier than four weeks from the date that the agreement will be sent for review. This allows time for the review and processing of the contract so that it can be in place before the start date.
- Amount of the contract should be the total amount calculated over the entire term of the agreement. If there will be no compensation under the agreement, enter "0.00" in that space. If you are submitting an amendment to a contract and it changes the amount of the contract, complete the "Original Amt" and "Amended Amt" fields.

Source of Funds— Cost center information should be entered in this space. Official Authorized To Sign: Type the name of the President or Vice President that will sign the agreement after it has been approved by legal. No signature is required in this field.

Certifications—The Contact person for the agreement should—after reading the entire agreement—read each of the certifications and initial in the space provided. Of particular importance is the Dept. Acceptance certification. Any concerns the Contact person has with the business aspects of the agreement should be indicated in a separate memorandum to be sent along with the agreement to legal. The Procurement certification should be initialed, but the Standard Form of Agreement should be marked "NA" if sending a non-standard agreement for review. The Standard Form of Agreement should be initialed if sending a standard form agreement for \$25,000 or more. The Risk Management Approval should be left blank.

Certification of University Employees—The "is" or "is not" fields should be checked to reflect whether or not a separate memorandum is attached as discussed above under "Certifications."

Signatures

The Originator must be a director or above for the department that is submitting the agreement for review. The Originator's name and title should be typed. The signature and date should be hand written.

The Official with Delegated Authority section should be left blank.

After the OCA coversheet has been completed,

the following documents should be forwarded to the UHCL Office of Contract Administration:

- the signed OCA coversheet,
- the agreement
- the memorandum (if any) listing concerns with the business aspects of the agreement, and