

UCCS  
 CONTRACT APPROVAL MATRIX  
 October 8, 2014

	<b>Category of Contract</b>	<b>Business Review</b>	<b>Legal Review</b>	<b>Position With UCCS Signature Authority</b>	<b>University of Colorado Approval</b>
I(a)	<b>A Card Purchases</b>	Originating Department	Not Required	A Card Holder	Not Required
I(b)	<b>Vendor Contracts \$5,000 or Less</b> – Responsibility for Vendor Agreements of \$5,000 or less has been delegated to the originating department (Section 2-2.8, University of Colorado Fiscal Procedures).	Originating Department	Not Required	Individuals Authorized by the Chancellor	Not Required
I(c)	<b>Vendor Contracts greater than \$5,000 but \$50,000 or less</b>	Originating Department; Provost if Academic Affairs	Not Required	Procurement Service Center Purchasing Agent or Director of Purchasing	Not Required
I(d)	<b>Vendor Contracts greater than \$50,000 but less than \$150,000</b>	Originating Department; Provost if Academic Affairs	Office of University Counsel as required by the PSC	Procurement Service Center Purchasing Agent or Director of Purchasing	<u>For University Controller:</u> Campus Controller or Deputy
I(e)	<b>Vendor Contracts over \$150,000</b>	Originating Department and Vice Chancellor for Originating Department	Office of University Counsel	Procurement Service Center Purchasing Agent or Director of Purchasing	<u>For University Controller:</u> Campus Controller or Deputy

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II(a)	<b>Revenue Contracts \$50,000 or less per year, for a term of less than 5 years and <u>not</u> containing an exclusivity provision</b>	Originating Department and VCAF; Provost if Academic Affairs	Office of University Counsel	Vice Chancellor for Originating Department (including Provost if Academic Affairs)	Not Required
II(a)	<b>Grant or Fee-for-Service Contracts up to \$5 Million, not containing an exclusivity provision</b>	Originating Department, Dean; Provost; OSP	Office of University Counsel	OSP	Not Required
II(b)	<b>Revenue Contracts greater than \$50,000 per year; or, for a term of more than five years; or, containing an exclusivity provision</b>	Originating Department and VCAF; Provost if Academic Affairs	Office of University Counsel	VCAF or Chancellor	Not Required
II(c)	<b>Revenue Contracts over \$5 Million</b>	Originating Department and VCAF and Chancellor; Provost and Chancellor if Academic Affairs	Office of University Counsel	Not Applicable	President

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III(a)	<b>Affiliated Agency (Fund 80) Contracts</b>	Originating Department	Office of University Counsel	VCAF	Not Required
III(b)	<b>Student Internship Contracts</b>	Originating Department	Office of University Counsel unless approved template used	Dean	Not Required
III(c)	<b>Cooperative Research Contracts with other Universities, Partnership Agreements and other Agreements not involving commitment of funds</b>	Originating Department and Dean; Provost	Office of University Counsel unless approved template used	Chancellor or Provost	Not Required
IV(a)	<b>Sponsored Projects and Related Contracts Not Involving University Intellectual Property</b>	Originating Department and OSP; Provost	As Requested by OSP	Director, Office of Sponsored Programs (for contracts of \$5,000,000 or less)	Not Required unless contract is over \$5,000,000, then President
IV(b)	<b>Sponsored Projects and Related Contracts Involving University Intellectual Property</b>	Originating Department and OSP; Provost	OSP	Director, Office of Sponsored Programs (for contracts of \$5,000,000 or less)	Associate Vice President of Technology Transfer for IP; President if contract is over \$5,000,000

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IV (c)	<b>Non-Disclosure Agreements</b>	Originating Department and OSP	Office of University Counsel unless approved template used	Director, Office of Sponsored Programs	Technology Transfer representative, unless approved template used.
V	<b>Technology Transfer Contracts</b> <ul style="list-style-type: none"> <li>- Invention Submission Forms</li> <li>- Material Transfer Agreements</li> <li>- Non-Disclosure Agreements</li> <li>- Licenses</li> </ul>	Originating Department and Technology Transfer Office; Provost	System University Counsel	Not Applicable	Associate Vice President of Technology Transfer
VI(a)	<b>Real Property Contracts of \$5 Million or Less: Facilities</b> <ul style="list-style-type: none"> <li>- Contractor's Agreement</li> <li>- Architect/Engineer Agreement</li> <li>- Consultant Agreement</li> <li>- Construction Manager/General Contractor Agreement</li> <li>- Design/Build Agreement</li> </ul>	Facilities Services and VCAF	Office of University Counsel	<u>For State Architect:</u> Director, Design/University Architect; <u>For Principal Representative:</u> Asst. VC for Administration or VCAF for contracts up to \$1Million; contracts over \$1 Million to \$5 Million: Chancellor	<u>For University Controller:</u> VCAF, or Campus Controller

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VI(b)	<b>Real Property Contracts of \$5 Million or Less: Other Real Property Contracts involving acquisition or sale</b>	Originating Department and VCAF	Office of University Counsel	Chancellor with Board of Regents approval	Board of Regents; <u>For University Controller:</u> Campus Controller or Deputy if expenditure of funds is involved
VI(c)	<b>Real Property Contracts over \$5 Million: Facilities</b>	VCAF and Chancellor	Office of University Counsel	Chancellor with Board of Regents Approval; <u>For State Architect:</u> Director of Design/University Architect; Principal Representative: Asst. VC for Administration or VCAF	President; <u>For University Controller:</u> Campus Controller or Deputy
VI (d)	<b>Real Property Contracts including the transfer of title or grant of permanent easement or right of way</b>	VCAF and Chancellor	Office of University Counsel	Chancellor with Board Of Regents approval	Board of Regents
VII	<b>Work Study Contracts</b>	Financial Aid Office	Not Required When Template Used	Director of Financial Aid	Not Applicable

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VIII	<b>Settlement Contracts</b>	Originating Office and Chancellor	Office of University Counsel	Chancellor	<u>For University Controller</u> : Campus Controller or Deputy
IX	<b>Legal Services Contracts</b>	Office of University Counsel	Office of University Counsel	Not Applicable	Vice President, University Counsel and Secretary of Board of Regents
X	<b>International Agreements</b>	Originating office, Provost if Academic Affairs, OSP, Financial Aid Office (if involving students); VCAF or Chancellor	Office of University Counsel	Chancellor	Not Required