

Memorandum

Date: October 10, 2002
To: Distribution List
From: Rene (Bogner) Hearn, College Budget Manager
Office of the Dean, UR 320
Re: Contract procedure clarification



**MAXINE GOODMAN
LEVIN COLLEGE
OF URBAN AFFAIRS**

Cleveland State University

The start of fiscal year 2003 brought many challenges and opportunities. In order to overcome the challenges and to provide the College the ability to pursue opportunities, many of the long established procedures have changed. As some of these changes appear to conflict with other changes, a colleague requested clarification regarding the processing of letter agreements and contracts.

Agreements \$5,000 and under (except federal sponsors)

These are small projects awarded by non-federal sponsors that do not exceed \$5,000. The proper processing procedures for these agreements are:

- *Create two copies of a letter agreement.
- *Partially execute them and forward both copies to the sponsor for offer acceptance or rejection.
- *If accepted, the sponsor executes both copies of the agreement and returns one fully executed copy to the College.
- *Upon receipt, forward the original executed agreement to the College Budget Office for post award processing and accounting.

Agreements over \$5,000 and ALL Federal Sponsors

These are projects that exceed \$5,000 or a federal entity sponsors them. If the College is creating the contract, the proper processing procedures are:

- *Create two copies of a letter agreement and include a signature line for university endorsement (Kathryn Watkins, Director).
- *Partially execute and forward to the sponsor for offer acceptance or rejection.
- *If accepted, the sponsor endorses both copies of the agreement and returns both partially executed copies to the College.
- *Upon receipt, forward the original partially executed agreements to the College Budget Office for post award processing and accounting.