

CONTRACT ROUTING FOR SIGNATURES

Purpose: This policy/procedure outlines the steps required for any agreements or contracts requiring signature.

Scope: This applies to all professional staff and graduate assistants in the Department of Recreational Sports.

Policy:

- I. AUTHORIZED PERSONNEL
 - a. Only the director or associate directors should initiate the procedure for obtaining signatures outlined below.
 - b. Program/facility area staff may obtain copies of the contracts/agreements in question and pass along to their associate director for review.
- II. LEAD TIME
 - a. At a minimum, a lead time of 90 days is highly recommended for any workshop or hosted class, training, etc.

Procedure(s):

- I. ROUTING OF DOCUMENTS FOR SIGNATURE
 - a. Please check the VP for Student Affairs website for the most up to date process for contract routing: <https://studentaffairs.uga.edu/operations/policies-and-procedures/>

In general, the steps listed below will correspond to the proper procedure.

- i. Program/facility area staff who are wishing to host a workshop or training provided by a third-party vendor may obtain a blank copy of the contract/agreement and pass along to their associate director for review.
- ii. The associate director should complete the OLA Contract Routing Slip found on the VP for Student Affairs website and pass long to the director for review.
- iii. Once the contract/agreement has been signed by all approving parties, including Legal Affairs, the program/facility area can let the third-party know and schedule facility space accordingly.
- iv. The third-party provider must also complete the [Third-Party Workshop Provider Facility Use Policies and Agreement form](#).