



University Counsel's Office

Contract Administration-Distribution Notice

ATTENTION EMPLOYEES

DISTRIBUTION OF EXECUTED CONTRACTS, AGREEMENTS AND MOUs. The University Counsel's office has implemented changes to how it distributes fully executed contracts at the University. Effective September 1, 2012, the University Counsel's Office will distribute, via email only, all signed and fully executed Contracts, Agreements and MOU's to the person designated as the contact for the Contract, Agreement or MOU (the person designated as the contact shall be reflected on the contract routing form). The University Counsel's Office will retain a hard paper copy of the contract with the original signatures for 30 calendar days, in the event the vendor requires a copy of the contract. The University Counsel's Office will retain a scanned copy of all contracts for record keeping purposes, as it will remain the central depository for all contracts.

Please contact the University Counsel's Office at 963-7923, if you have any questions regarding the new process.