



TEXAS SOUTHERN UNIVERSITY

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COMPLIANCE COVERSHEET FOR NEW CONTRACTS / AGREEMENTS

Contract Number (Assigned By OGC)

CONTRACT ORIGINATOR & TITLE:
Initiating Department: E-Mail: Extension:
REQUIRED: Attach all applicable justification/forms:
CONTRACT TYPE/ACTION:
Brief description of goods/services vendor shall provide or perform:

CONTRACTOR/VENDOR: TIN/EIN:
Contact Name: Title:
Address:
City: State: Zip code:
Telephone: Fax: E-mail:
CONTRACT AMOUNT: \$ Commissions/Guarantee:
Contract Effective Date: Termination Date:
Does the contract require reporting to the Legislative Budget Board and/or other State Agencies?
If the contract involves software or a license in any information technology system, have you obtained approval from the Office of Information Technology?
Funding Source:
Fund: Organization: Acct. Program:

ACKNOWLEDGEMENT: I have primary responsibility for the contract, from inception to completion of the transaction. I have read, fully understand, and agree with the business aspects of the attached contract. I am submitting the contract to General Counsel for legal review.

Contract Originator Standard Agreement for contracts less than \$5000 is attached and I certify I have not made any changes to that form.

Official w/Delegated Authority Date

Procurement Services Date Bid Response Attached Bid Not Required
Minority Owned Business HUB

Office of Compliance Date Due Diligence Completed Due Diligence Not Required



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DO NOT WRITE BELOW THIS LINE FOR FISCAL (CFO) USE ONLY

Are adequate funds available for this Contract / Agreement?

YES NO N/A

Does Research Financial Services have to confirm funds availability?

YES NO N/A

Name: _____ Title: _____ Date: _____



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Instructions for completing the Compliance Coversheet and contract management process flow:

CONTRACTS FOR GOODS & SERVICES

- A. For all contracts / agreements for goods and services, the Initiating Department completes the Compliance Coversheet in its entirety, attaching all applicable justification forms. Any incomplete forms will be returned.
- B. The Initiating Department forwards the contract / agreement, the Compliance Coversheet and the appropriate attachments to Purchasing/Procurement Services. **Note: If over \$100K, Board Agenda Item Checklist must be included as well.**
- C. Upon completion of its review, Purchasing/Procurement Services forwards the contract / agreement and supporting documents to the Office of Institutional Compliance ("OIC") for a "due diligence review" on contracts of \$50,000 and over.
- D. The OIC will forward the contract / agreement, results of its due diligence review (if necessary) and any other supporting documents to the Office of the Chief Financial Officer. Additionally, OIC will forward the results of its due diligence review to the Contract Originator.
- E. The Office of the Chief Financial Officer determines if the appropriate funding is available and forwards the contract / agreement and supporting documents to the Office of General Counsel ("OGC").
- F. The Office of General Counsel reviews the contract / agreement for legal form and sufficiency, assigns a contract number and forwards the contract / agreement with an "execution letter" or any updates to the Senior Official who is [authorized](#) to sign the agreement.
- G. Pursuant to the University's Contract Administration Policy, the Office of General Counsel must maintain a record of all University Contracts. Therefore, within 14 days after execution of the agreement / contract (when both parties have signed the agreement), the Initiating Department shall forward a copy (preferably electronically) of the executed agreement to the Office of General Counsel. The original contract should be retained according to the University's Record Management Policy by the Initiating Department.
- H. The Initiating Department must execute contracts within 90 days from the completion of the review. If execution is not completed within 90 days, the Initiating Department must submit the document for review again through the "TSYOU" process.

Please note: The Initiating Department will be contacted directly during the review, if any questions or issues arise. This process should take approximately 10-15 days.



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AFFILIATION AGREEMENTS & MEMORANDUMS OF UNDERSTANDING / AGREEMENTS

- A. For all affiliation agreements or memorandums of understanding / agreements with no monetary value, the Initiating Department completes the Compliance Coversheet in its entirety, attaching all applicable justification forms. Any incomplete forms will be returned.
- B. The Initiating Department forwards the agreement / memorandum, the Compliance Coversheet and the appropriate attachments to the Office of General Counsel.
- C. The Office of General Counsel assigns a contract number, reviews the agreement / memorandum for legal form and sufficiency, and forwards the contract / agreement with an "execution letter" or any updates to the Senior Official who is [authorized](#) to sign the agreement.
- D. Pursuant to the University's Contract Administration Policy, the Office of General Counsel must maintain a record of all University Contracts. Therefore, within 14 days after execution of the agreement/memorandum (when both parties have signed the agreement), the Initiating Department shall forward a copy (preferably electronically) of the executed agreement to the Office of General Counsel. The original contract should be retained according to the University's Record Management Policy by the Initiating Department.
- E. The Initiating Department must execute contracts within 90 days from the completion of the review. If execution is not completed within 90 days, the Initiating Department must submit the document for review again through the "TSYOU" process.

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