Procurement and Contract Services

Process for Requesting a Revenue Agreement

All requests for Revenue Agreements must be directed to the Contract Services
 Section of the
Procurement and Contract Services Office.

The requesting campus

department
 shall
 submit information
 via
 email to the Contract SpecialistAgreement
.

The request shall include the following:

•
 Scope of Work/Responsibilities of each party

•
 Consideration/Compensation details

•
 Dates covered by the agreement
 (start and end date)

•
 Program/Project Manager for campus department, name, phone
 & email

•
 Contact person name, phone # and email address for other party

•
 Name and title of signatory for other party if known (not required)

•
 Approval from the College Dean to proceed (memo or email is
 acceptable)

The Contract Specialist
 will review the request to make sure all required information is included
and draft the Revenue Agreement using the information provided by the Requesting Department
as follows:

Revenue Agreement
 on University Template:

It is preferred that all agreements be executed using University template. The Contract Specialist

will prepare the Revenue Agreement using the appropriate University

template.
 A copy is
emailed to the requesting department for review.
 Upon review by the
 requesting department the
agreement is finalized and emailed to the other party for their review and approval.

Revenue Agreement
 on Other Parties Template:

Periodically the requesting department will receive an agreement in a format developed by the
other party. In this case the agreement is to be forwarded to Contract Services, with a memo
approved by the
authorized administrator (VP, AVP,
 Dean) indicating the requesting department
has reviewed the agreement and agrees to the scope of work. Any items that the requesting
department does not agree with should be noted. The