

SIGNING OF AGREEMENTS Policy and Procedures

Routing of contracts and agreements for approval and signature typically involves the following steps:

<p>For Standard Contracts and Agreements:</p> <p><i>(Contracts valued under \$100,000.00)</i></p>	<ol style="list-style-type: none"> 1. The unit may find the appropriate standard contract on the website of the Office of Legal Counsel: http://umanitoba.ca/legal_counsel/agreements.html 2. If the appropriate standard contract is not available on the website, the unit should contact the Office of Legal Counsel for further assistance. 3. The unit completes the standard contract by inserting only the requested information, and not making any other modifications. 4. The unit forwards the completed standard contract to the unit's Signing Authority for signature: http://www.umanitoba.ca/admin/governance/media/signing_agreements_schedule-a.pdf. 5. The Signing Authority signs a sufficient number of copies of the contract so that each party who will be signing the contract may keep an original copy. 6. The contract is returned to the unit to arrange for the other party(ies) to sign. Once all signatures are obtained, the unit leaves one original copy with each party. 7. The University's copy must be forwarded to the Office of Legal Counsel for filing in the University's central contracts vault. The unit should make a photocopy of the contract for their records.
<p>For Non-Standard Contracts and Agreements:</p> <p><i>(AND Standard Contracts valued over \$100,000.00)</i></p>	<ol style="list-style-type: none"> 1. The unit works with outside parties or the Office of Legal Counsel to develop and prepare a draft non-standard agreement. 2. The unit completes a Contract Routing Form ("CRF"), found on the Office of Legal Counsel website: http://umanitoba.ca/legal_counsel/agreements.html 3. The unit forwards draft contract & CRF to the unit's Signing Authority to review the Contract and complete Approval section. 4. The unit's Signing Authority executes the CRF and, if permitted under our Policy (http://www.umanitoba.ca/admin/governance/media/signing_agreements_schedule-a.pdf), signs a sufficient number of copies of the non-standard contract so that each party signing the contract may keep an original copy. 5. The CRF and all copies of the contract are returned to the unit, who then forwards all copies to the Office of Legal Counsel. 6. The Office of Legal Counsel reviews and approves the non-standard contract, thereafter executing the CRF. If the contract must be signed by a Vice-President or the President, the Office of Legal Counsel will arrange for such signature. 7. The Office of Legal Counsel returns the CRF and contract to the unit, so that the unit may arrange for the other party(ies) to sign. 8. Once all signatures are obtained, the unit leaves one original copy with each party. The University's copy must be forwarded to the Office of Legal Counsel for filing in the University's central contracts vault. The unit should make a photocopy of the contract for their records.

To review the text of the *Signing of Agreements* Policy and Procedures, please see the following link:
http://www.umanitoba.ca/admin/governance/governing_documents/community/1113.html