

# CONTRACT PROCESSING HELPFUL HINTS...

- A contract is required when: 1) there is an expectation of work or performance, 2) the possibility exists that damage can be done to buildings or grounds, 3) the possibility exists that people can be harmed or injured, 4) Oxford College would need recourse for unforeseen events/no-shows, or 5) it's not a voluntary payment (Honorarium payment).
- A contract is NOT needed when: 1) there's already an Emory-wide contract in place; 2) ordering apparel; or 3) ordering food through Bon Appetit

<u>Signature Authority for Academic Affairs</u>	<u>Amount of Agreement</u>
Administrative Supports' approval	\$0 - \$300
Division Chairs' approval	\$301 - \$1,500
Dean of Academic Affairs' approval	\$1,501+

## Speaking Agreement (used when payments to individuals are over \$1,500)

The Speaking Agreement is used for:

- Speakers
- Guest lecturers

## Master Services Agreement, Independent Contractors/ Vendors

The Master Services Agreement is used when there has been a commitment to use or include College resources (e.g., facilities, staff, equipment, etc.)

- Student events
- Commencement
- Exterminators
- Transportation
- Coaching
- Laundry
- Security

## Software Agreement\*

The Software Agreement is used whenever there is an impact to College hardware or software by the services being offered by the vendor, or if there is a chance that student information could be exposed.

### **Requires IT vetting and approval**

- Online lab services
- Digital technology services
- Website creation and/or maintenance

\*Initiated by software service provider