

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 Specialist when they need a Revenue Agreement developed. The requesting department shall indicate in the request if it is a renewal of an existing Agreement which has or which is about to expire, a new Revenue Agreement, or an amendment to a current Revenue Agreement.

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 Contract Specialist shall review the agreement for accuracy, making any revisions as needed and/or negotiating language, terms, or conditions with the other party as required until the document is finalized.

Upon final execution of the Agreement the requesting department will be provided a copy of the for their records.