
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations
AREA: Contract Management

University Contracts: Procedures

02.03.02 (FO)

I. POLICY

- A. LU has developed procedures that maintain administrative controls over and assure fiduciary responsibility for contracts executed on behalf of the University. These procedures provide a standardized, comprehensive University system for contract requests; contract generation and review; contract approvals; and signed authorization by the appropriate authorities.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of applicable federal, State of Texas, and Texas State University System (TSUS) laws, statutes, rules, and regulations governing contracts with public institutions of higher education in Texas, including, but not limited to, the following: the TSUS Rules and Regulations, Chapter III, Subparagraph 1.1 “Contracts” and Paragraph 10 “Contracts, Purchases, and Agreements”; TSUS Contract Management Handbook; and Texas Education Code, Chapter 51.

III. LU DEPARTMENTS RESPONSIBLE FOR UNIVERSITY CONTRACTS

- A. The following LU departments manage the University's contracts:

- Department of Contract Management in the LU Office of Campus Operations.
- Department of Procurement & Payment Services in the LU Office of Financial Services.

- B. The type of contract determines which department will manage the contract.

- The Department of Contract Management manages the following contracts:
 - All revenue-based contracts in which revenue comes into the University through payments from another party; these contracts include, but are not limited to, Facility Use contracts, Sponsorships, Game Agreements, and Auxiliary Services contracts.
 - All non-monetary contracts, including, but not limited to, Accreditations, Affiliations, and Memoranda of Understanding (MOU).
- The Department of Procurement & Payment Services manages the following contracts:
 - All expense-based or expenditure contracts through which LU is paying an outside source for the goods or services being purchased.

IV. CONTRACT REQUESTS AND PROCESSING**A. Revenue-Based and Non-Monetary Contracts:**

- For a revenue-based or non-monetary contract, an LU department enters a Contract Request, which can be found in the Contracts module (icon) in Cardinal Purch.
- Once the Contract Request is submitted, the Department of Contract Management reviews the request, and if approved, a contract is generated, reviewed, and executed.
- Throughout the contract process, Contract Management links the original Contract Request to the resulting contract and any additional materials related to this contract. However, the department that requested the contract is responsible for ensuring that parties to the contract receive signed contracts and for monitoring contract deliverables, renewals, etc.

B. Expense-Based Contracts:

- Working with the Department of Procurement & Payment Services, an LU department initiates a contract with a vendor.
- Once the contract draft has been prepared, Procurement & Payment Services reviews the draft, and if approved, a final contract is generated and executed.
- Throughout the contract process, Procurement & Payment Services links the contract and any additional materials (e.g., requisition requests, purchase orders) related to this contract. However, the department that requested the contract is responsible for ensuring that vendors receive signed contracts and for monitoring contract deliverables, renewals, etc.

V. CONTRACT SIGNATURES

- A. Only authorized LU personnel may authorize and sign contracts on behalf of the University. The University's Delegation of Authority Policy defines which LU personnel may sign contracts on behalf of the University.
- B. Before signing a contract or requesting signatures, any LU department or employee unsure of who has delegated signature authority should contact the department managing the contract (Department of Contract Management or Department of Procurement & Payment Services) for assistance.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Dr. Robert H. Wagner
Chief Operations Officer

04/27/2022
Date

Dr. Jaime R. Taylor
President

04/27/2022
Date

REVISION LOG

Revision Number	Date	Description of Changes
1	04/21/2022	Version created.
	04/27/2022	Version approved by President.