

**CONTRACTS
MEMORANDUMS OF UNDERSTANDING
LEASES/EASEMENTS
UNIVERSITY AGREEMENTS**

The President of Coastal Carolina University, or his designee, are the ONLY persons authorized to execute contracts or any other binding agreement on behalf of Coastal Carolina University. The Office of University Counsel has designed the following standard operating format for all personnel responsible for submitting binding documents for University Counsel Approval and for Presidential Signature. The Office of University Counsel is committed to ensuring that each document is received and returned to the initiating staff member efficiently and professionally.

The process for routing all of the above referenced documents is detailed in the following flowchart:

Step 1 *Prepare* at least two contracts and supporting documentation from the contracting agency or vendor. This practice will provide an original contract for the Office of University Counsel and an original for the contracting agency. If the department desires an original copy, a third original contract may be added.

Step 2 Locate and complete a contract routing form on the online forms page

After completing all of the information required in the first box, please print the form and forward with all documentation (contract and supporting documents) to the Office of University Counsel.

If your contract requires approval from the Office of Research Services, the Office of Procurement and Business Services, or the Office of ITS, please obtain the necessary signature before forwarding to the Office of University Counsel.

Step 3 Upon receipt of the contract, the Office of University Counsel will begin a legal review. After legal review, the contract will then be forwarded to the President for signature. Upon signature, the Office of University Counsel will return the document to the initiator of the contract. A courtesy call will be made to the contract initiator to determine if the document should be returned through interoffice mail or hand delivered.

Step 4 Should you have any questions or need additional assistance, please do not hesitate to call the Office of University Counsel.