CDU Policy I.E.00310 Contract Review and Approval

ISSUING OFFICER: Legal Affairs

RESPONSIBLE OFFICE: Legal Affairs

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E. 00310, dated September 1, 2004

POLICY #I.E. 00310 Contract Review and Approval

1. The Board of Trustees has authorized the President to sign all contracts, agreements and other documents that bind the Charles R. Drew University financially, or otherwise. The President may delegate that authority to specific employees of the University.

2. Contracts, agreements, grant proposals, and other documents will be reviewed and approved as to form and content pursuant to the Contract Review Schema.

3. The Legal Affairs Office should be consulted regarding provisions of this policy and related procedures.

PROCEDURE # I.E. 00310 Contract Review and Approval

1. The designated University officer initiates the review process (see Contract Review Schema).

2. Original documents and copies are maintained and distributed by the designated University officer(s).