

CONTRACT TRAINING

The ONLY person allowed to sign contracts/agreements is the University's President or his designee.

When you receive a contract/agreement from a Vendor, please take the following steps prior to submitting the contract/agreement to the Office of General Counsel.

REVIEW CONTRACT/AGREEMENT:

- **Make a Workcopy (WC). NEVER WRITE ON ORIGINAL DOCUMENT.**
- Make sure you have ALL the required contract/agreement documents.
 - i.e. attachments / riders / addendums / exhibits / certificate of insurance / license / Form W-9
- Make sure contract/agreement has correct parties name and full address.
 - i.e. Lynn University, Inc., a Florida Not for Profit Corporation, with its principal address at 3601 N. Military Trail, Boca Raton, FL 33431
and
Vendor's full name and address

PROCEDURE:

- Review contents of contract/agreement from an operational (I don't have this information) stand point.
- Make deletions/changes on your Workcopy (WC).
- Fill-in ALL blanks. If Not Applicable write N/A in the blank(s).
- When you are satisfied with the contents of the contract/agreement, email the ORIGINAL, WORKCOPY, and the completed/fully signed CONTRACT APPROVAL COVERSHEET to Brenda Williams, Legal Executive Assistant at bwilliams@lynn.edu
- KEEP A COPY FOR YOUR FILES.

GOLDEN RULE:

- State of venue must always be Florida.

- The University's generic "Addendum" (supplied by OGC) almost every time will be added, which will require the signature of both Vendor and University.

APPROVAL:

- Michael Antonello, General Counsel will review contract/agreement and make any necessary legal changes/additions/corrections, if required.

EXECUTION:

- The Office of General Counsel will return the final version of the contract/agreement to you for execution by Vendor's representative.
- Once you are in receipt of the initialed and signed contract/agreement (including any attachments) signed by Vendor's representative, said contract/agreement and any attachments must be returned to Brenda Williams by electronic mail.
- IMPORTANT items to remember when obtaining signature for contract/agreement:
 1. ALL corrections / modifications / cross-outs / insertions, must be initialed by the Vendor's representative.
 2. Vendor's representative must sign contract/agreement/addendum.
 3. The FULLY SIGNED (meaning - initials and signature) contract/agreement must be returned to my assistant Brenda Williams.

TIMELY DELIVERANCE:

- Contracts/agreements should be electronically mailed to Brenda Williams immediately upon receipt.
- Occasionally a contract/agreement comes in and is needed immediately. Please indicate a priority date on the Contract Approval Coversheet.