



Procedure 4.2: On Contract Review and Approval Process

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I. PURPOSE

All agreements, contracts, and MOUs (collectively, “Agreements”) must be submitted to the Office of the General Counsel (“OGC”) for review and approval prior to execution.

II. CONTRACT APPROVAL FORM

Attached is a Contract Routing and Approval Form (“Approval Form”). This form can also be accessed from the OGC’s website at www.aamu.edu/generalcounsel. Please attach a completed Approval Form to each Agreement submitted to the OGC.

III. 15-DAY PROCESSING

The General Counsel will usually complete her review of the documents within 15 days from the date of the OGC’s receipt. If there are no conflicts, the OGC will then forward the documents to the Office of the President for the President’s signature. Once the President has signed the documents, the documents will be forwarded back to the OGC for final processing and you will be notified that the signed documents are ready to be picked up from the OGC. Do not leave any line of an Agreement blank. Incomplete Agreements will be returned for completion and will delay the processing of the Agreement. If a blank is not applicable, please indicate by typing *n/a*.

IV. RESUBMISSIONS

It may be necessary for the General Counsel to return the Agreement to you with her recommendations. After revisions have been made, you may resubmit the Agreement for review. Depending on the complexity of the revisions the General Counsel should complete her review of resubmitted Agreements within 3-5 business days from the date

of the OGC's receipt of the resubmitted Agreement. If there are no conflicts the process will continue as outlined above.

Please allow up to 30 days from the date of submittal for Agreements to complete the review and approval process.