

**SIGNING OF AGREEMENTS  
Policy and Procedures**

Routing of contracts and agreements for approval and signature typically involves the following steps:

<p><b>For Standard Contracts and Agreements:</b></p> <p><i>(Contracts valued under \$100,000.00)</i></p>	<ol style="list-style-type: none"> <li>1. The unit may find the appropriate standard contract on the website of the Office of Legal Counsel: <a href="http://umanitoba.ca/legal_counsel/agreements.html">http://umanitoba.ca/legal_counsel/agreements.html</a></li> <li>2. If the appropriate standard contract is not available on the website, the unit should contact the Office of Legal Counsel for further assistance.</li> <li>3. The unit completes the standard contract by inserting only the requested information, and not making any other modifications.</li> <li>4. The unit forwards the completed standard contract to the unit's Signing Authority for signature: <a href="http://umanitoba.ca/admin/governance/media/Signing_of_Agreements_Procedures_-_Schedule_A_-_2015_03_23.pdf">http://umanitoba.ca/admin/governance/media/Signing_of_Agreements_Procedures_-_Schedule_A_-_2015_03_23.pdf</a></li> <li>5. The Signing Authority signs a sufficient number of copies of the contract so that each party who will be signing the contract may keep an original copy.</li> <li>6. The contract is returned to the unit to arrange for the other party(ies) to sign. Once all signatures are obtained, the unit leaves one original copy with each party.</li> <li>7. The University's copy <b>must</b> be forwarded to the Office of Legal Counsel for filing in the University's central contracts vault. The unit should make a photocopy of the contract for their records.</li> </ol>
<p><b>For Non-Standard Contracts and Agreements:</b></p> <p><i>(AND Standard Contracts valued over \$100,000.00)</i></p>	<ol style="list-style-type: none"> <li>1. The unit works with outside parties or the Office of Legal Counsel to develop and prepare a draft non-standard agreement.</li> <li>2. The unit completes a Contract Routing Form ("CRF"), found on the Office of Legal Counsel website: <a href="http://umanitoba.ca/legal_counsel/agreements.html">http://umanitoba.ca/legal_counsel/agreements.html</a></li> <li>3. The unit forwards draft contract &amp; CRF to the unit's Signing Authority to review the Contract and complete Approval section.</li> <li>4. The unit's Signing Authority executes the CRF and, if permitted under our Policy (<a href="http://umanitoba.ca/admin/governance/media/Signing_of_Agreements_Procedures_-_Schedule_A_-_2015_03_23.pdf">http://umanitoba.ca/admin/governance/media/Signing_of_Agreements_Procedures_-_Schedule_A_-_2015_03_23.pdf</a>), signs a sufficient number of copies of the non-standard contract so that each party signing the contract may keep an original copy.</li> <li>5. The CRF and all copies of the contract are returned to the unit, who then forwards all copies to the Office of Legal Counsel.</li> <li>6. The Office of Legal Counsel reviews and approves the non-standard contract, thereafter executing the CRF. If the contract must be signed by a Vice-President or the President, the Office of Legal Counsel will arrange for such signature.</li> <li>7. The Office of Legal Counsel returns the CRF and contract to the unit, so that the unit may arrange for the other party(ies) to sign.</li> <li>8. Once all signatures are obtained, the unit leaves one original copy with each party. The University's copy <b>must</b> be forwarded to the Office of Legal Counsel for filing in the University's central contracts vault. The unit should make a photocopy of the contract for their records.</li> </ol>

To review the text of the *Signing of Agreements* Policy and Procedures, please see the following link:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/community/1113.html](http://www.umanitoba.ca/admin/governance/governing_documents/community/1113.html)