

VP/CFO Business Contract Procedure Checklist

Control #: 88

Dept: Engineering, Cockrell School of

Received: 11/8/2006

Start Date: 9/1/2006

Vendor: UT M.D. Anderson Cancer Center

Exp Date: 8/31/2007

Assign: LIS TPY TLS Other

Amount: \$27,200.00

Acct No.: 30

Svcs: Rec ___ / Prv ___

Renewable: ☐

___ New Agreement ___ Amendment/Extension (Attach Previous Contracts ___)

Notes: _____

___ General Procedure ___ Special Procedure (requires OGC review & approval)

___ Vendor Check - *DEFINE: GG3 screen or Point Plus

If "no data found", add certification statement "Pmt of Debt/Delinquency to State" to the Agreement.

___ Excluded Parties List System - <https://www.epls.gov/eplsearch.do>

If data found, add print out from website.

___ Employee Check (UT System Administrative Policy - UTS159 Purchasing)

(*DEFINE: AL2, option "E" or "B", current employee has 100% Time and a Campus Mail Address)

___ Purchasing Requirements: Buyer: _____

___ 3 informal quotes

___ RFP/ ITB/RFQ

___ Sole Source Justification / Best Value

___ Contractor's Proposal

___ Award Letter

___ OGC & BOR & SAO (=>\$1Million) ___ HUB Subcontracting Plan ___ HUB Form (=>\$100K)

___ Approval: ___ Director ___ Provost ___ ITS/Information Security Officer ___ UTSYS OGC

___ Dean

___ Legal Affairs

___ 26-Account/OSP

___ UTSYS Admin.

___ KPH

___ VP

___ SAO (Audit Agmt)

___ Alcohol on campus-Mike Kerker

___ Visiting Faculty-Carmen Shockley

By and Date: _____

☐ Foreign Agreements:

• Foreign Approval (both required): ___ Dean/VP/Director's Office; ___ V.P. Patricia Ohlendorf

• ___ International Oversight Committee (IOC) (if applicable)

☐ • Contracting with an Agency of a Foreign Government: ___ UTSYS/OGC; ___ UTSYS/BOR

___ DOCKETING (See Contracts Requiring BOR approval:

www.utsystem.edu/policy/forms/uts145/contracts_board_approval.html)

___ Add'm to Agmt

___ FERPA

___ Confidential Data or IT Provisions

___ Facility Use (Bond Financing / Property Tax)

___ HIPPA

___ Trademark Component (Clear w/Trademark Licensing)

___ Survey Component (Clear w/IRB)

___ Access/Disabilities (EIR)

___ Background Check ___ Camper/Sex Ed Training

___ Performance Bond

___ Work Made For Hire (Copyright)

___ UT Credit Card Compliance Group (accept CC)

___ UBIT

___ SAO Disclosure Form (=> \$1 million)

■ Rtn ___ ■ File: F/E ___ D/P ___ ■ Notice: Email ___ Call ___ ■ Retrieve: Campus Mail ___ Pick Up ___

F/E cc: ___ Buyer: _____, ___ Payroll (Sharon Hinkle) ___ Provost-Visiting Faculty (Carmen Shockley)

___ Other: _____

Facility Use cc: ___ Ken Bonin, Angel Valero and Andy Gordon

Notes: _____