A-910 PROCESS - INSTRUCTIONS

A-910 Form is located at: http://www.uc.edu/gencounsel.html

- The A-910 Form is a PDF with fillable fields which you can fill out on your computer.
- **Please fill out the form completely** – if the A-910 is missing information it will be returned to you.
- If you have special instructions please provide them on the 2nd page in the Exception/Comments Section.
- Print the form in preparation to submit with the contracts. Only one A-910 form is needed per contract.
- If you would like the agreement to be sent by overnight mail, please provide an envelope and label.
- If the agreement is a RUSH, please mark it as such at the top of the form and state the reason for the rush in comments section.
- Please submit the contract in advance of the due date to give the legal office adequate time for review and negotiation of the contract if necessary.
- If the contract contains any blanks (for name of school, dates, etc.) please fill in the blanks prior to submission if possible.
- If your contract is an amendment or a renewal, please include a copy of the previous contract.

ORIGINALS:
- Include at least two original agreements (one for UC and one for the party with whom we are contracting).
- If more than one outside party is involved, please include an original for each additional outside party.
- Please do not include more originals than necessary. This may cause confusion.
- The initiating department will not receive a signed original upon completion. Instead, the initiator will receive a copy via email.

CONTACT INFORMATION:
- Please fill in all contact information in the designated section.
- Complete contact information is essential: Contact name, company address, phone number, fax number, and email address.
- If you do not include complete contact information – the form will be returned to you.

APPROVAL PROCESS:
1. The A-910 must be signed by one of the following:
   Business Manager, Department Head or Dean

2. The A-910 and contracts must be routed to the Vice President for **your area who is authorized to approve A-910’s:**
   Beverly Davenport, Senior Vice President for Academic Affairs and Provost (c/o Tim Bybee ML 0635)
   Robert Ambach, Senior Vice President for Administration and Finance (ML 0620)
   Jan Hawk, Sr. Associate VP and Chief Financial Officer, Academic Health Center (c/o Bonita Amen ML 0553)
   James Plummer, Vice President for Finance (ML 0646)
   Nelson Vincent, Vice President for Information Technology & CIO, UCIT (ML 0658)
   Greg Vehr, Vice President for Government Relations and University Communications (ML 0634)
   Debra Merchant, VP for Student Affairs and Services (c/o Deborah Weinstein ML 0638)

3. After VP review and approval the A-910 will be forwarded by the VP to one the following, if appropriate, for further review:
   **Purchasing:** When UC is paying another party.
   Ruth Ross, University Controller’s Office: If the other party is paying UC or if payments to or from UC exceed $10,000 for the entire period.
   Beth McGrew, University Architect: If the agreement involves a lease or real estate.
   Robert Kreyenhagen, Asset Management: If the agreement involves the acquisition (by purchase, loan, or donation) or the disposition (by sale, loan, or donation) of property.
   Barry Holland, University Treasurer’s Office: If the agreement involves (i) a vendor providing services in a UC-owned facilities; or (ii) calls for payments to/from UC exceeding $10,000 for the entire period; or (iii) construction, renovation, lease, or sale of real estate.

4. General Counsel’s Office
   The agreement then arrives in the Office of General Counsel for legal review.
   Contracts are reviewed for problematic language and negotiated if necessary.
   Contracts receive final review and signature by an attorney in the Office of General Counsel.

FINALLY:
- The Office of General Counsel will send your agreement out for signature and keep you apprised of the status.
- If Purchasing is involved, General Counsel returns the contract to Purchasing and Purchasing sends the contract out with PO.
- You will be emailed a copy of the final agreement when the contract has been fully executed.

QUESTIONS: 558-3485
We are located in University Hall, Suite 246