UC Campus Services
Campus Recreation Center
POLICY AND PROCEDURES MANUAL

SUBJECT: Campus Services Non-Monetary Exchange Agreements

ISSUED: July 2014

PERFORMED BY: Campus Recreation

WRITTEN BY or SOURCE: Ashley Varol, Assistant Director of Fitness & Wellness

EXCEPTIONS MUST BE APPROVED BY: Pallavi Patel, Assistant Vice President of Campus Services Operations

POLICY OR PURPOSE
Campus Services utilizes business relationships to increase exposure to the facility, to improve staff knowledge, to ensure safety for our members, and to increase our capability to offer high level programs and services. The purpose of this policy is to outline when it is appropriate for Campus Services to create a non-monetary exchange agreement (NME) or barter transactions of facility rental space for complimentary programs or services.

PROCEDURE
1. Setting up the non-monetary exchange agreement
   a. Determining Need
      • Professional staff interested in establishing a NME with an organization will provide the Non-Monetary Exchange Overview (Exhibit A) regarding the comparable value of the exchange. This information will be discussed with the appropriate Associate Director/Director to determine if a NME shall be established.
      • Value can include, but is not limited by: room or equipment rental fees waived, expenses saved from sending staff to off-campus trainings or outsourcing instruction, and lost revenue if agreement were not in place.

   b. Determine NME or fair market value and follow UC NME Policy Number 2.1.12
      • Department heads must approve in writing all exchange valued less than $1,000.
      • Exchanges valued at $1,000 or greater must be approved by the Purchasing Department who will work with the Office of General Counsel when necessary.
         (1) Documentation (Exhibit A) must be submitted to Carol Metzger and approval must be received in writing before proceeding with contracts or agreements

   c. Agreement Items Needed
      • If organization does not have a contract of their own:
         (1) Campus Services Agrément/Contract
         (2) Non-Monetary Exchange Overview (Exhibit A) & Approval
      • If organization has a contract of their own, submit A910 to General Counsel and wait for fully executed agreement to return before proceeding. Documents to include:
         (1) Cover letter explaining need for NME for VP and Senior VP review
         (2) A910
         (3) Campus Services Agreement/Contract
         (4) Non-Monetary Exchange Overview (Exhibit A) & Approval
Exhibit A

NON-MONETARY EXCHANGE OVERVIEW

The following outlines the non-monetary exchange terms for The University of Cincinnati Campus Recreation Department with the below named organization.

Vendor/Organization Name: ____________________________

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<tr>
<th>Campus Recreation – Consideration Granted to Vendor</th>
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<th>Products/Services Vendor is Providing to UC Campus Recreation</th>
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<th>Total Consideration to Vendor</th>
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<th>Total Products/Services Vendor is Providing to UC</th>
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<tr>
<th>Net Value of Products/Services Received Less Consideration to Vendor</th>
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