

As of July 1, 2021, the University will utilize external legal services for business and legal needs. This correspondence will provide you with an overview of how to access legal services to support business operations.

Contracts, Affiliation Agreements, and Patent Work

Many operational units within the University have a need to enter into contracts or agreements with vendors to provide certain services or support to operations. When this is ready for review by Finance and Administration, please send to contracts@wne.edu

Please submit the completed Contract or Agreement Review and Approval Form, along with the contract or agreement, a minimum of two weeks prior to the time it is needed. The determination for external legal services will be made by the Vice President for Finance and Administration. Authorized signatories for contracts and agreements valued below the \$100,000 threshold include those on the President's Cabinet:

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Step 2 – Requester sends agreement or contract along with completed Contract or Agreement Review and Approval Form to appropriate President's Cabinet member for review and approval as per process

Step 3 – After review and approval by President's Cabinet member, forward contract or agreement to either Finance & Administration, Human Resources or Primary Lead (provided on Practice Areas Grid) as per process

Step 4 – Depending on contract or agreement, Finance & Administration or Human Resources will make determination about legal services

Step 5 – After appropriate internal and external reviews, agreement or contract will be sent to the appropriate authorized signatory for execution

Step 6 – Executed contract or agreement will be sent back to requester