



UW-EXTENSION
CONTRACT SIGNATURE REQUEST
PROCESS AND PROCEDURES

Contracts to procure commodities and/or services on behalf of UW-Extension must be signed by the Purchasing Department.

Staff should be aware that employees signing contracts or agreements beyond the scope of their employment are not able to contractually obligate UW-Extension. Departmental staff who sign contracts/agreements/leases while acting outside of their employment, can be held personally responsible for any costs or damages. A contract is not enforceable against either party until authorized signatures by both parties are applied.

Departments should fill out a Contract Signature Request form and attach the contract and forward to Purchasing for approval. **Cooperative Extension Departments** are required to send it to their divisional budget office for pre-approval if the contract will exceed \$5,000. The divisional budget office will forward to Purchasing.

The Contract Signature Request form should be filled out completely by the requester. The information provided will assist Purchasing in expediting your contract. Purchasing will return the form and contract if information is missing.

Purchasing rules apply. If the contract is over \$5,000 a requisition is required. The requisition should be submitted to Purchasing prior to the event, service and/or purchase takes place. (The requisition should be done in the same fiscal year as the event/service/purchase). You will also need the State/UW Contract number, three quotes or a sole source justification. Services that are deemed High Risk regardless of the dollar amount (transportation, construction/remodeling, manual food service, maintenance and repair service). require a High Risk Insurance Certificate and should be attached.

The requester should review the **contract terms specifically for cancellation/attrition requirements and minimums for food, beverage and guest rooms**. The requester should negotiate with the vendor if these terms are too high. This also applies to deposits. The UW typically does not pay a deposit. Only if it's absolutely necessary and you **can not** negotiate a deposit out of the contract.

If you have any questions please contact Purchasing. Thank you for your cooperation.

PURCHASING SERVICES

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