

CONTRACT PROCESSING FOR UC ANR (incl 4-H Events, Camps and Conferences)

Last updated by Risk Services/BOCK 12/6/18

Volunteers may not sign contracts of any kind on behalf of UC (or their volunteer program, council or club) nor otherwise obligate the Regents of the University of California in any way. All agreements and/or contracts must be executed by an authorized UC employee. The following chart reflects the process for obtaining appropriate signatures.

Please allow 30-60 days for processing.

Type of Agreement	Process	Signature Authorization	UC Payment	Payment	Insurance Certificate
Facility Use Agreement - includes meals, and/or lodging, and/or facility	VMO or Unit secures information and gives copy of contract/agreement to program staff or County/Unit Director	County sends to BOC 1) Request for Purchase Order 2) Agreement /quote from vendor. BOC submits purchase requisition to UCD Purchasing Dept. UCD Purchasing Dept negotiates agreement and issues UC purchase order to vendor. BOC notifies 4-H YDP staff/county director when approved.	If vendor accepts credit cards, Program staff pays with UC Travel/Entertainment VISA Card and then prepares AggieTravel expense report. OR sends Entertainment Check Request to BOC to initiate a check payment. Credit card must be used if vendor accepts	VMO may not pay vendor directly. VMO writes a check to UC Regents and sends to Unit Office to reimburse expense charged to the Unit income account. Check deposited in local Bank of America following standard ANR BOC procedure.	UCD Purchasing will issue certificate. If needed (i.e. delay, etc.) Unit may request insurance certificate from ANR Risk Services website; Linda Harris returns ANR certificate to BOC; BOC includes with purchasing package.
Camp Agreements or Contracts	Contract obtained from vendor with details of camp (time period, facilities/services provided). County/Unit Director or program staff reviews proposed contract. Submits to BOCK	Contract obtained from vendor. County/Unit Director reviews initial paperwork, but does not sign contract. Submits Request for Purchase Order to BOC, signed by CD, with proposed contract, for processing and forwarding to UCD Purchasing.	If vendor accepts credit cards, Program staff pays with UC Travel/Entertainment VISA Card and then prepares AggieTravel expense report. OR sends Entertainment Check Request to BOC to initiate a check payment. Credit card must be used if vendor accepts	VMO may not pay vendor directly. VMO writes a check to UC Regents and sends to Unit Office to reimburse expense charged to the Unit income account. Check deposited in local Bank of America following standard ANR BOC procedure.	UCD Purchasing will issue certificate. If needed (i.e. delay, etc.) Unit may request insurance certificate from ANR Risk Services website; Linda Harris returns ANR certificate to BOC; BOC includes with purchasing package.
Facility Use Agreement - Facility Only - Low Risk	VMO or Unit secures information and gives copy of contract/agreement to program staff or County/Unit Director	County/Unit Director signs after review and determination that indemnity clauses meet ANR standards. If not, work with ANR Risk Services to ensure contract is appropriate	If vendor accepts credit cards, Program staff pays with UC Travel/Entertainment VISA Card and then prepares AggieTravel expense report. OR sends Entertainment Check Request to BOC to initiate a check payment. Credit cards must be used if vendor accepts	VMO may pay the facility directly from their funds once UC signatures have been obtained on Facility Use Agreement	
Facility Use Agreement - Facility Only - Insurance Certificate Needed	VMO or Unit secures information and gives copy of contract/agreement to program staff or County/Unit Director	County/Unit Director signs after review and determination that indemnity clauses meet ANR standards. If not, work with ANR Risk Services to ensure contract is appropriate	If vendor accepts credit cards, Program staff pays with UC Travel/Entertainment VISA Card and then prepares AggieTravel expense report. OR sends invoice to BOC to initiate a check payment. Credit card must be used if vendor accepts	VMO may pay the facility directly with their funds once UC signatures have been obtained on Facility Use Agreement	Unit requests insurance certificate from ANR Risk Services website; Linda Harris returns ANR certificate to Unit. Unit sends insurance certificate directly to vendor.

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Please allow 30-60 days for processing.

Type of Agreement	Process	Signature Authorization	UC Payment	Payment	Insurance Certificate
Bus Transportation	VMO or Unit secures information and gives copy of contract/agreement to program staff or County/Unit Director	Unit sends to BOC 1) Request for Purchase Order 2) Agreement /quote from bus company 3) quote.. BOC submits purchase requisition to UCD Purchasing Dept. UCD Purchasing Dept negotiates agreement and issues UC purchase order to vendor. BOC notifies Program staff and/or County/Unit Director when approved.	If vendor accepts credit cards, Program staff pays with UC Travel/Entertainment VISA Card and then prepares AggieTravel expense report. OR sends Entertainment Check Request to BOC to initiate a check payment. Credit card must be used if vendor accepts	VMO may not pay vendor directly. VMO writes a check to UC Regents and sends to Unit Office to reimburse expense charged to the Unit income account. Check deposited in local Bank of America following standard ANR BOC procedure.	UCD Purchasing will issue certificate. If needed (i.e. delay, etc.) Unit may request insurance certificate from ANR Risk Services website; Linda Harris returns ANR certificate to BOC; BOC includes with purchasing package.
Independent Contractors	VMO or Unit secures information and gives copy of contract/agreement to program staff or County/Unit Director	Unit sends to BOC 1) Request for Purchase Order 2) Request for Independent Contractor agreement. BOC submits purchase requisition to UCD Purchasing Dept. UCD Purchasing Dept negotiates agreement and issues UC purchase order to contractor. BOC notifies Program staff and/or County/Unit Director when approved.	Independent Contractor submits invoice to Unit / Program staff. Unit sends approved contractor invoice to BOC for payment processing.	VMO may not pay Independent Contractor directly. VMO writes a check to UC Regents and sends to Unit Office to reimburse expense charged to the Unit income account. Check deposited in local Bank of America following standard ANR BOC procedure	
Catering	VMO or Unit secures information and gives copy of contract/agreement to program staff or County/Unit Director	County/Unit Director signs after review and determination that indemnity clauses meet ANR standards. If not, work with ANR Risk Services to ensure contract is appropriate	If vendor accepts credit cards, Program staff pays with UC Travel/Entertainment VISA Card and then prepares AggieTravel expense report. OR sends Entertainment Check Request to BOC to initiate a check payment. Credit card must be used if vendor accepts them.	VMO may pay the facility directly from their funds once UC signatures have been obtained on Facility Use Agreement	

Definitions:

Facility Use Agreement (FUA) - is an agreement or contract to license the use of classrooms, meeting spaces, studios, theaters, or other public use spaces for educational, research, and/or public service activities by an ANR unit or program. A FUA is intended for low-risk activities such as meetings, workshops, seminars, demonstrations, etc.

Program Staff - the ANR staff member designated by the Unit to process agreements (this may be a Community Education Specialist or Program Rep, Office Manager, or other designated staff in the local Unit/Office). Program staff do not have the authority to approve contracts, but Unit Directors do as per the above agreement types.

Unit - UCCE County Office, Research & Extension Center, Statewide Program, or administrative department

VMO - Volunteer Management Organization (ie, Club or Council)