

Policies/Procedures: Consulting and Contracts



Developmental Research School
at the University of Florida

1. **Expenditure Contracts:** In general, expenditure contracts may be in the form of a PO, letter of understanding or a formal contract.
 - a. P.K. Yonge policy for selecting a vendor is to obtain two separate quotes for any purchase over \$300.00. These quotes are then attached to our internal Purchase Requisition Form and submitted for multiple approvals before final review. The proposed vendor must be able to complete a vendor application and tax information form, or already be in the UF Vendor Files, prior to requesting the actual purchase order. Most formal contracts are unique in service and relate to a K-12 Educational Environment and/or are written in on a research project as approved by the funding agency. These steps are to ensure that we are receiving the best combination of quality, total price, and delivery for all or services/goods.
 - b. To ensure that any formal contract is in compliance with university, state, and federal regulations, the contract is to be submitted to the Director for review. After approval it is then submitted to University of Florida Purchasing Department for further review, which might then recommend sending to General Counsel, or other various offices with signature authority.
 - c. Before final approval all contracts must be approved by the director, purchasing and/or General Counsel, sponsored research, or student international services.
 - d. There are templates for contracts available on UF Purchasing Website; however P.K. Yonge does not rely on these forms. We are aware of basic terms and requirements; however we rely on the expertise of Purchasing and/or General Counsel or other offices with signature/reviewing authority.
 - e. Policy is to always check with the vendor and verify they are not a UF employee prior to any type of business agreement in order to avoid potential conflicts of interest
 - f. There are specific individuals authorized by the University of Florida to sign contracts. UF Purchasing website has these peoples listed for reference.
 - g. Various departments within P.K. Yonge are used when following through with payment. Maintenance verifies receipt of goods by signing the packing slip, Sr. Fiscal Assistant processes payment.
 - h. P.K. Yonge procedure for monitoring compliance with contract terms and conditions are as follows: Prior to invoice processing, invoice should be reviewed, approved and signed by individual responsible for oversight. If issues arise then responsible individual is in charge of rectifying concerns.

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- i. To process and approve invoices there must be a signed packing slip, signed receipt, or signature of receipt attached to the invoice.
 - j. Payment of Contract invoices may be issued in all available types, such as PO, unencumbered voucher, and PCard. Payment can only be issued once Invoice has been reviewed to ensure all terms and/or conditions have been met and items amount quantity and verification of receipt have been received
 - k. Renewal of Contracts have to go through the following policies:
 - i. All contracts are sent to the appropriate/designated reviewing authority, at the University, to insure reflection of changes in university, state and federal policies/regulations.
 - ii. Review and approval must be acquired from the Director and/or appointed individual. Contract is then forwarded to University for approval and signature.
 - iii. Even though most contracts to P.K. Yonge are unique, we still obtain 2-3 quotes as bids from other vendors for consideration.
 - l. P.K. Yonge's most significant contracts are NEFEC, NSF contracts and sub contracts, various safety and facility maintenance contracts.
2. **Revenue Contracts:** In general revenue contracts are agreements between the university and an outside agency or individual where the university is the provider of a product or service. Below address's P.K. Yonge's policy for handling these contracts.
- a. P.K. Yonge has several standard pre-approved/pending approval contracts that have been/or in the process of being reviewed by General Council, to ensure the best combination of terms and conditions for benefit
 - b. P.K. Yonge sends all contracts to General Counsel for review to ensure compliance with University, State, and Federal Regulations.
 - c. The Director or Director of Operations reviews all terms and conditions. Then contract is forwarded to General Counsel for final review and approval.
 - d. General Counsel always reviews contracts to ensure legal and regulations compliance.
 - e. P.K. Yonge employees must have an approved conflict of interest in their personnel file.
 - f. Rental fees are collected by the department's cashier and receipted. The cashier then enters the deposit in UF's PeopleSoft system and enters into the department's financial database system under the appropriate fund and category for the purpose of reconciliation. The rental coordinator records the payment in their internal database crediting the appropriate rental contract.

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The revenue is then delivered to the UF cashiers office by the departments cashier and dropped off for deposit.

- g. The function of collection and deposit preparation is performed by the Sr. Fiscal Assistant (Cashier) and the Administrative Assistant performs the department's reconciliation and reporting.
- h. Any funds collected from rentals are recorded through fund 149. Any monies collected must be first used to cover the cost of the rental, and then is dispersed as needed.
- i. To monitor compliance with contract terms and conditions, all rental functions employ an event manager to supervise the event. If not a rental function, but a recurring rental, the Building Project Specialist inspects the areas in which the tenant occupies on monthly basis with frequent communication and endorsement of requirements.
- j. Department recurring contracts are necessary to support special functions of P.K. Yonge.
 - i. All contracts are sent to General Council as reviewing authority to ensure that all appropriate changes are made to reflect university, state and federal regulations.
 - ii. The Director or appointed individual reviews contract renewals prior to them being sent to General Council for final approval.
 - iii. Contracts are considered for renegotiation upon the discretion of the Director.