

PENN STATE COOPERATIVE EXTENSION

College of Agricultural Sciences

Checklist for Processing Contracts through the University Risk Management Office

Introduction: A contract is any written agreement binding the signatories, no matter what it is called. Some typical contract titles include “Hold Harmless Agreement”, “Memorandum of Understanding”, “Facility Use Agreement” and even “Application”. As you make program/activity arrangements it is important that you verify with the other party involved as to whether or not any written agreement is required. If so, you must allow substantial lead-time to get contracts processed through the University. It is advisable to allow 30 days lead-time to ensure this process can be completed in advance of your program/activity. The ideal would be to have the contract approved before the program is advertised. The following checklist is provided to ensure that contracts forwarded to the University Risk Management Office are in order and can be processed in a timely fashion. Forward your completed checklist to the University Risk Management Office along with your transmittal letter and contract materials including terms and conditions.

1. Is this a contract or proposal for funding awarded from a non-Penn State University entity?

- Yes (Stop here. Please refer to the attached instructions for processing funding awards and proposals through the College Grants and Contracts Office.)
- No (Continue to Step 2.)

2. Are ALL parties to this contract part of Penn State University?

- Yes (Stop here. You have an internal Penn State contract that is handled directly between and signed by the University departments/units involved.)
- No (Continue to Step 3.)

3. Will either a Penn State employee or a county-paid employee who works for Cooperative Extension be both present at and in charge of the event/activity?

- Yes (Continue to Step 4.)
- No (Stop here. You do not have a Penn State contract.)

Note: If the event/activity is being coordinated and controlled by an extension volunteer, the contract is to be forwarded to P.W. Wood and Son, Inc. for review. Please see pages 7-11 and 7-12 of the 4-H/Youth Development Policy and Resource Manual for processing instructions.

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4. Does the contract show “The Pennsylvania State University – XYZ County Cooperative Extension” as the party entering into the contract?

- Yes (Continue to Step 5.)
- No (Change the name on the contract to show “The Pennsylvania State University – XYZ County Cooperative Extension” then Continue to Step 5.)

Note: “4-H”, “Master Gardeners”, or other extension programs or groups should not be listed as the party entering into the contract.

5. Is the contract completely filled out except for the signature line?

- Yes (Continue to Step 6.)
- No (Complete all missing information then continue to Step 6.)

Note: If the contract requires an address, please use the county extension office address. If the other party has already signed the contract, only contracts with original signature are acceptable. Copies, including faxed copies, are not acceptable.

6. Are all mentioned exhibits, policies, terms, conditions, rules, regulations, etc. attached to the contract?

- Yes (Continue to Step 7.)
- No (Obtain and attach copies of any documents referenced in the contract then continue to Step 7.)

7. Have you completely read the contract and related attachments and made any changes that you feel are needed?

- Yes (Continue to Step 8.)
- No (Go back and read the contract and any attachments and make any of your changes on all copies of the contract then Continue to Step 8.)

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8. Have you included a transmittal letter on your office letterhead with the contract, addressed to the Assistant Contract Coordinator (Cris Boob) in the Risk Management Department/Privacy Office, The Pennsylvania State University, 227 West Beaver Avenue, Suite 103, Rider Building II, State College, PA 16801? Transmittal letters must include the sender's name, complete office address, telephone and fax numbers, and a brief explanation as to the nature of the event/activity.

- Yes (You may now forward the contract, attachments, and transmittal letter to the University Risk Management Office.)
- No (Please prepare a transmittal letter before sending the contract and attachments to the University Risk Management Office.)

Note: If the contract requires a Certificate of Insurance, please indicate so in your transmittal letter and provide the name and mailing address of the organization requesting it.

Reporting an Incident That May Result in a Claim

If an incident occurs during your program/activity, please use the University Incident Form to collect factual information and forward attention Claims Specialist, University Risk Management Office. The form can be obtained at this web page <http://guru.psu.edu/formpublic/8-05IncidentFormFRM3.pdf> . An incident is any injury to a person or property damage that occurs during your program/activity. Note that a similar procedure is in place for activities coordinated and controlled by extension volunteers. The primary difference is that incident report forms for volunteer run activities are forwarded to P.W. Wood and Son, Inc. Please refer to pages 7-13 and 7-14 of your 4-H/Youth Development Policy and Resource Manual for more information about reporting incidents for volunteer run activities.

SAMPLE TRANSMITTAL LETTER FORMAT
(To be put on your office letterhead.)

September 1, 2005

Cris Boob, Assistant Contract Coordinator
Risk Management Department/Privacy Office
The Pennsylvania State University
227 West Beaver Avenue
Suite 103, Rider Building II
State College, PA 16801

Dear Ms. Boob,

I am writing to request contract approval for an upcoming dairy nutrition program to be held in the auditorium of a nearby high school. I will be present at and in charge of this program. Attached are the contract and related attachments for your review and further processing. In addition, we have been asked to provide a Certificate of Insurance to be forwarded to the school district as follows:

Attn: District Business Manager
Someplace Area School District
111 Education Road
Anytown, PA 11111-1111

Please feel free to contact me if there are any questions.

Sincerely,

(Signature)

Sally Snow
Extension Educator

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