

Contracts – Summary Table

For all contracts the following conditions must be met:												
<ul style="list-style-type: none"> - Legal Office review is required if the terms and conditions of the standard UTAS contract template are altered OR if the contract is prepared by an external party. - Tender Board policy requirements must be satisfied for all purchases over \$100,000. 												
	POSITION											
	VC	DVC(A)&P	PVC(R)	PVC(S&E)	EDFA	EDPD	Deans Faculties	Heads School	Heads Section	Faculty Manager	Finance Officer	FMIS Operative
Any contract, including building contracts, leases or financial arrangements Exclusions: Any contract outside approved procurement and contracting principles; or that is greater than 5 years.	\$1 million budgeted \$250,000 unbudgeted											
For the following types of contracts these conditions must be met:												
<ul style="list-style-type: none"> - any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; - the length of the commitment is 3 years or less; - except where otherwise noted building, leases or financial agreements of any description are excluded. 												
Purchase contracts:		\$0.5 million [DVC(A)&P Budget]	\$0.5 million (PVC Budget)	\$0.5 million (PVC Budget)	\$1 million budgeted \$250,000 unbudgeted	\$150,000 (within Division Budget)	\$250,000 (within Faculty Budget)	\$50,000	\$50,000 OR \$150,000 for pre-approved expenditure for Services or Capital Works	\$50,000 (within Faculty Budget)	\$5,000	\$1,000
Up to a limit of 4 years for leases on standard office equipment. (e.g. photocopiers)					x							
In the area of International Services: Signing MOU's operational understandings, UMAP grants				x								

and advanced standing agreements												
In the area of Community Engagement: Signing MOU's operational and agreements		x										
Signing any expression of interest, application or acceptance of research funding or scholarship grant (Note: Limit on time of commitment does not apply to research grants)			x									
Signing any research agreement including the assignment of Intellectual Property. (Limit on time of commitment does not apply to the assignment of IP)			x									
Signing any expression of interest, application or acceptance of Students and Education funding or grants				x								
Any contract, including building contracts, leases or financial					\$0.5 million (within EDFA Budget) \$1 million Central Uni services							

arrangements					(Admin, institutional services, Capital and Asset Plan etc)								
Approving standard non-research grants.						x							