



## Contract Monitoring Acknowledgement

*Revised June 2011*

**Contract # or Other Description:** \_\_\_\_\_

**System Administrative Memorandum 03.A.05, Contract Administration, Section 3.1.b Requirement (Campus Policy E-12)**

“Each component university shall develop and maintain a contract management system to ensure that the terms and conditions of each contract are performed in an appropriate manner. The individual(s) responsible for ensuring that the terms and conditions of the contract are met shall sign an appropriate statement acknowledging this important responsibility. Such documentation, to include an acknowledgement statement and the person’s name, title (if appropriate or required), signature and date of signature shall be maintained with the records associated with each contract.”

**Key Deliverables, Reports or Other Requirements Associated With This Contract (for Monitoring Employee’s use):**


**Acknowledgement of Employee Who Will Monitor Contract**

I acknowledge my responsibility to monitor performance to ensure that contract terms and conditions are performed in an appropriate manner and that payment due the vendor or revenues due the University are paid or received in accordance with the agreement.

**Acknowledgement of Official Who Will Execute Contract**

I have read this contract, including the scope of work, the goods, services or other deliverables to be received or provided, the payment terms and/or revenue provisions. The requesting department will comply with all contractual requirements and has or will notify other departments that may be affected by this agreement. I understand that while the Office of General Counsel analyzes contracts from a legal or policy perspective, it is my responsibility to insure that contract scope of work and contract specifications are sufficient and practical for department needs from an operational perspective.

\_\_\_\_\_  
**Signature of Official Executing Contract      Date**

\_\_\_\_\_  
**Signature of Monitoring Employee      Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

**Instructions:**

- Keep one signed copy with your contract file.**
- Return original with the executed original contract agreements to Business Services.**
- Other:** \_\_\_\_\_