

**CONTRACT COVERSHEET
CERTIFICATIONS**

Certifications

Initial the certifications below (or put "NA" if not applicable) indicating compliance before submitting the agreement and required supporting documentation to the Office of Contract Administration.

- _____ Responsibility I have primary responsibility for the contract, from inception to completion of the transaction.
- _____ Contract Packet The contract and all documents that are incorporated by reference in the agreement, including exhibits and appendices are included for review by Contract Administration.
- _____ Dept. Acceptance All contract documents have been read and the business aspects have been agreed to in their entirety by the originating department and any employees who have obligations under this contract, or a memorandum has been included describing the department's concerns with the business aspects that they do not agree with.
- _____ Contracting Party The name of the contracting party is stated as University of Houston – Victoria and is not a department, program, or person.
- _____ Procurement The proper procurement method has been used providing the best value to UHV.
- _____ Standard Agreement If a UHS standard agreement is being used, I certify that no changes have been made, including additional attachments or addenda. If changes have been made, I have indicated those portions of the agreement in the attached memorandum.

Certification of University Employee(s) With Responsibility for Ensuring Contract Terms and Conditions are met

I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University's obligations (including, for example, scope of work, payment due dates, late charges, taxes, charges, insurance, and confidentiality requirements) and all other provisions of this contract, except as noted in any attached memorandum. A memorandum is, is not (select one) attached. **I acknowledge responsibility to ensure that all good faith efforts are employed in seeing that all terms conditions and responsibilities of the contract are met.**

Name: _____ Title: _____
(Originator of contract who certifies that the requirements listed above have been met)

Signature: _____ Date: _____

Name: _____ Title: _____
(Official with delegated authority to enter into contracts on behalf of the University)

Signature: _____ Date: _____

Name: _____ Title: _____
(Monitoring individual who will ensure payment or contract business terms will be met on behalf of the University)

Signature: _____ Date: _____