SOMEONE WANTS TO CREATE AN AGREEMENT

Initiator goes to central/common website for boiler plate/resources, decision tree

Is it from an external entity?

Add UAF boiler plate info or template if possible

Determine what type of agreement is needed

Utilize template – specific or general available

Send to 1st level review: D/D, AVC, etc. if needed

Are additional reviews/protocols required?

Bring in any other responsible parties/experts for consult i.e. SW land, SAC, BOR

Is agreement approved?

AGREEMENT REJECTED

Contact VC level office to search database for existing agreement

Begin template for new agreement

Review old terms and conditions, use if applicable

Amend or renew as necessary, utilize amendment or renewal template

Does proposed activity fall under existing agreement?

Begin template for new agreement

Does agreement still valid?

Amend or renew as necessary, utilize amendment or renewal template

Agreement signed appropriate authority (Chancellor/President)

Send UA signed document to external entity with request for return of fully exe. Doc.

Receive document and scan into OnBase

FULLY EXECUTED, DOC STORED IN ONBASE

Team:
Donna Anger, International Programs
Jennifer Harris, SFOS
Derek Bastille, OnBase
Julie Queen, OMB
Cecelia Chamberlain, CRCD
Sykean Reebh, OMB
Deb Moore, Procurement
Lillian Anderson-Misuel, GI
Rosemary Madnick, OGCA
Debby Queen, Chancellor’s Office
Martha Mason, OIT
Nycoleth Ripley, VCR’s Office
Linda Zanazzo, Facilities Services

Facilitators:
Derek Bastille, OnBase
Cecelia Chamberlain, CRCD
Jen Hoppough, Provost’s Office
Rosemary Madnick, OGCA
Martha Mason, OIT
Deb Moore, Procurement
Debby Queen, Chancellor’s Office
Nycoleth Ripley, VCR’s Office
Linda Zanazzo, Facilities Services

UAF MOU/MOA Guiding Practice
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