

Contracts that are *REQUIRED* to be submitted as a CARF:

- University drafted contracts (Speaker, performer, independent contractor, general services, exhibitor agreements) that:
 - Include loaned materials, exhibits or artifacts that exceed \$500,000 or comprise more than 20 individual pieces,
 - Involve a company or corporation,
 - Has altered terms and conditions, or
 - Exceeds 2 days.
- Contracts that involve unsupervised access to students
- Contracts that involve an activity in which minors will attend/participate
- Contracts that involve engagement in risky or inherently dangerous activities that could give rise to injury to person or property
- Contracts/quotes/invoices for the purchase of software or hardware (not being purchased from the USG Tech Store)
- Contracts that require CSU to provide/disclose PII to a vendor/third party
- Contracts that provide access to CSU's network or mission-critical systems
- Contracts that contain terms and conditions and requires a CSU signature
- Multiple-year contracts
- Memorandums of Agreement/Understanding
- Music Commission Agreements
- Contracts that exceed \$24,999

Any questions or concerns can be directed to Whitley Hall, General Counsel, at hall_whitley@columbusstate.edu

*This list is subject to change at the discretion of the General Counsel

- Revised 5/1/2024