

Columbus State University
(Final Instructions Regarding Contract Approval)

The contract you submitted has been approved under the University's Contract Review and Approval Policy. The Policy can be found at <https://generalcounsel.columbusstate.edu/>. Approval by the University, however, does not end the contract process. To be binding upon the University, contracts should be fully signed and executed by all parties.

Below is further guidance to complete the contract process.

- **Signature of Other Party**

- Most contracts require the signature of all parties to a contract, although in some instances, the signature of only one party is required (e.g., CSU Waiver of Liability, CSU Addendum to Contract). To the extent your contract has not already been signed by the other party (vendor, contractor) at the time of its approval by CSU, it is your obligation to ensure that the other party or parties sign/execute the contract and return a fully executed original or copy to you.

- **CSU Addendums**

- Vendors and contractors often submit to CSU contracts they have drafted. These contracts usually have to be edited to some extent in order to remove objectionable terms that are inconsistent with Georgia law. Rather than completely rewrite the vendor/contractor's original agreement, on occasion, the OGC will attach a CSU Addendum to the contract submitted by the vendor/contractor, which will contain all the necessary and required terms under Georgia law or CSU policies. It is your obligation to ensure that any CSU Addendum the OGC attaches to the vendor/contractor's original contract is signed/fully executed by the vendor/contractor and returned to you.

- **Retention**

- Pursuant to the BOR/CSU's document retention policies, you must retain a copy of the contract for a period of 7 years. In addition, it is recommended that a fully executed copy of the contract be sent or emailed to the OGC, as well.