

CARF REQUIRED?

Document Type	Total Cost	Software/ hardware	Terms & Conditions	Required CSU signature	CARF REQUIRED?
Advertisement contract (originating from External Affairs- John Lester)	Any	No	Irrelevant	Irrelevant	NO
Invoice/Quote for software/hardware	Any	Yes	Irrelevant	Irrelevant	YES
Invoice/Quote	Over \$24,999	Irrelevant	Irrelevant	Irrelevant	YES
Invoice/Quote	Under \$24,999	No	Yes	No	NO
Invoice/Quote	Under \$24,999	No	Yes	Yes	YES
Invoice/Quote From USG Tech Store	Any	Irrelevant	Irrelevant	Irrelevant	NO
University drafted contracts ¹	Under \$24,999	No	CSU drafted	Yes (VP is authorized to sign)	NO
Contracts that involve an activity in which minors will attend/participate (example summer camps)	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES
Contracts that involve engagement in risky or inherently dangerous activities that could give rise to injury to person or property (example: white water rafting-i.e. waivers and insurance requirements)	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES
Contracts that require CSU to provide/disclose PII to a vendor/third party (usually also software)	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES

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- ¹The following university drafted contracts are REQUIRED to go through the CARF process:
 - Include loaned materials, exhibits or artifacts that exceed \$500,000 or comprise more than 20 individual pieces,
 - Involve a company or corporation, OR
 - Has altered terms and conditions

Contracts that provide access to CSU's network or mission-critical systems (usually also software)	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES
Multiple-year contracts	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES
Memorandums of Agreement/Understanding	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES
Music Commission Agreements	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES
Master Service Agreements	Irrelevant	Irrelevant	Irrelevant	Irrelevant	YES

CARF PROCESS

- A. End user submits CARF
 - a. Submitted via Kuali
 - b. SAS has access to check all submissions via Kuali
- B. Document goes through approval process
 - a. SAS receives notification for all approvals.
- C. If signature is required, Docusign generated
 - a. SAS receives notification for all Docusigns

Questions:

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