



Office of the Vice President & General Counsel

BUY.IU – OVPGC Contract Review Process

**When should I submit a
contract for review to
OVPGC?**

Do not submit to OVPGC if:

- The agreement involves purchasing goods or services – please contact *Purchasing* or submit the agreement for review through Purchasing's BUY.IU form.
- The agreement deals with sponsored research – please contact the *Office of Research Administration*.
- You have delegated signature authority and the agreement falls within that authority.



All other MOUs, agreements, and contracts that obligate the University must be submitted to OVPGC for review.



**Why is OVPGC Contract
Review through Buy.IU?**

Benefits of Buy.IU Contract Review

1. **Information Gathering** – Buy.IU Contract Request Form questions should eliminate multiple emails back and forth regarding contract details
2. **Status Tracking** – Stakeholders can view the status of their contract requests and the resulting contract
3. **Automatic Workflow and eSignature** – Contract documents are automatically routed in the system for approval and signature
4. **Inventory & Reporting** – Finalized/Executed contracts are retained in Buy.IU allowing for custom searches and reports

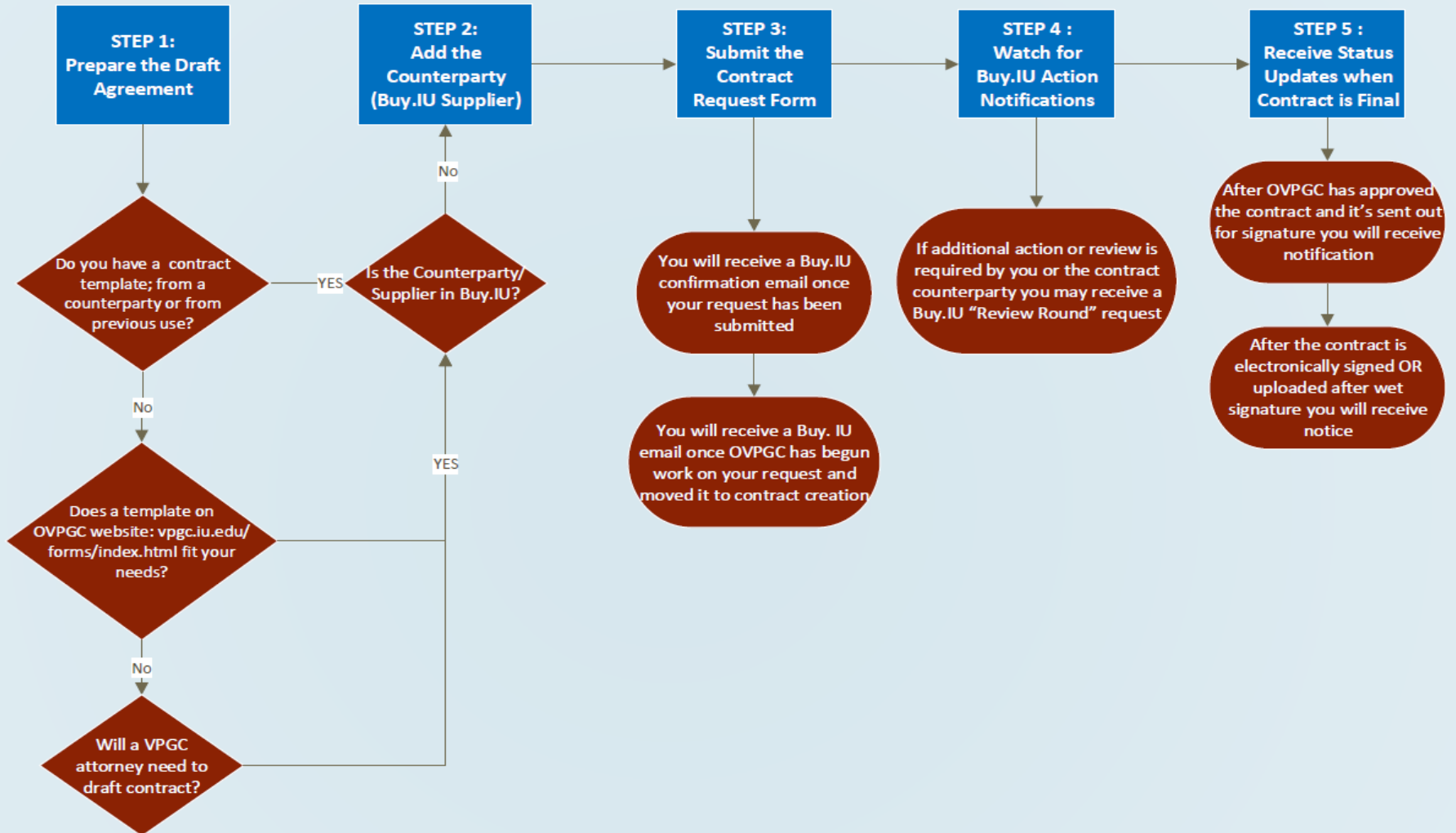


Overview of OVPGC Contract Review Process

OVPGC Contract Review Process

1. **Prepare the draft agreement** – if a template is not available or supplied from the counterparty, find a template at <https://vpgc.iu.edu/forms/index.html> or ask OVPGC for help identifying a template to use as a starting point
2. **Add the counterparty or “second party” into BUY.IU**, if not already set up as a Buy.IU Supplier (Use the “IU Legal Contract Party Creation Form”)
3. **Submit a “contract request form” in Buy.IU**
4. **Watch for Buy.IU action notifications** (e.g., you may be sent a revised version of the agreement to review through the “Review Rounds” function)
5. **Track your contract request in Buy.IU**





Questions?

OVPGC BUY.IU Materials - <https://vpgc.iu.edu/our-services/contracts/buy-iu.html>

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