

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 503-02
	Section: Vendors
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Forms of Contracts	Effective date: 07/01/1996
Source: University policy ABOR 3-803	Revision date:

PURPOSE

To prescribe the type of contracts forms to be used for various procurements.

POLICY

PUR 503-02-01: Purchase Orders

A purchase order may be used as a contract for service, maintenance and other miscellaneous agreements provided complete information is included on the purchase order.

PUR 503-02-02: University Contracts

Contracting and Purchasing Services will issue an appropriate University contract upon award of a competitive solicitation, as a Contract for Services or approval of an ICR form.

PUR 503-02-03: University Contracts

Vendor contract forms for service agreements, software licensing, and other miscellaneous services may also be used provided the contract does not contain clauses unacceptable to the University.

The director of Contracting and Purchasing Services shall determine if a contract is acceptable for University use.

Unacceptable contract clauses:

1. Require the application of the laws of any state except Arizona in the interpretation, execution, and enforcement of the contract.
2. Require the University to hold other parties harmless or to assume liabilities that may be incurred by other parties (Hold harmless clauses often may be identified by the word “indemnify” in the agreement).
3. State that the contractor’s terms prevail over any University terms in the event of conflict.
4. Require the University to pay taxes other than sales or use tax.
5. Extend the contract period beyond the date specified on the purchase order.
6. Impose a penalty on late payments beyond the amount allowed by law.
7. Limit the liability of the contractor.
8. Provide for binding arbitration of disputes unless conducted in accordance with Arizona Revised Statutes §§ 12–1501 to –1518 and the Arizona Board of Regents’ Policy Manual - 3-809 and that arbitration takes place in Arizona.