



Contract Review Exemption Checklist and Department Approvals

Effective as of May 8, 2025, the Office of University Counsel (OUC) has exempted contracts meeting the requirements below from additional legal review. Each department will be responsible for obtaining all internal approvals, as set forth in your department procedures, prior to routing for signature by an authorized HPU signatory. ***As a reminder, HPU authorized contract signatories are the President, General Counsel, SVP Strategic Initiatives, and CFO only.***

You can use this form (or another form) to route a contract for Department signatures via Adobe Sign. **Please upload this completed form to Agiloft, along with the fully executed contract.**

Name of Vendor/Contracting Party: _____

Contract Type: _____

Authorized Signatory for this Contract:

President General Counsel SVP Strategic Initiatives CFO

To track the requirements for Exempt contracts, please check each box and sign below:

1. Contract Value

The total contract value is \$25,000 or less.

2. Data Transmission

The contract does not require the transmission of confidential student, employee, or University data to a third party.

3. Physical Safety

The contract does not impact the physical safety of students, including transportation, meals, campus safety, student travel, or on-campus programs or vendors.

4. Accreditation Status

The contract does not require a change to the University's existing accreditation status, meaning it does not require HPU to apply for a change to its accreditation status.

5. Government Entity Contracting

The University is not contracting with a federal, state, or local government entity that requires the University to certify compliance with any state or federal laws, regulations, or federal/state directives.

Requesting Party Signature: _____ Date: _____

Name: _____ Title: _____

Required Departmental Approvals:

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____