

Office of the Vice President and Chief Financial Officer

THE UNIVERSITY OF TEXAS AT AUSTIN

Main Building 102
Mail Code G4900

Memorandum

Phone (512) 471-4412
Fax (512) 471-7742

To: Terri Schrode

Contract 18052
No:

Dept: Architecture, School of

From: Linda Shaunessy

Re: Agreement requiring further action by
Texas Monthly Custom Printing

Date: 9/23/2014

Enclosed for your handling is the above referenced contract.

As the primary delegate authorized to execute and deliver business contracts on behalf of the University, the Office of the Vice President and Chief Financial Officer is responsible for maintaining an original of each executed contract or amendment. Once signed and/or initialed by the other party, please forward one fully executed original to our office, Main Building, Room 102, G4900. In order to accomplish this in a timely manner, you may wish to limit the other party's review and signature time to two weeks.

If these contracts are not signed by the other party for any reason, please notify our office in writing that the contract will not be fully executed and provide a brief explanation in order that the University's official contract file can be closed.

Any modification, amendment, extension, or termination of this contract must be coordinated through our office in advance of the proposed effective date.

As the administrator for this contract, your department is responsible for verifying that the Contractor complies with all of the terms and conditions including but not limited to the collection, review, and maintenance of any required certificates of insurance, worker's compensation insurance, and performance bond, if applicable. These documents should be maintained in your departmental files. Procedures should also be established to track renewal dates in order to ensure that you receive evidence of renewals on a timely basis.

If this contract is an Interagency Agreement or an Interlocal Agreement and requires setup on a 26 account, please submit a copy of the fully executed contract to Sponsored Projects Award Administration (SPAA) so that a budget group can be created or updated. SPAA can be reached as follows:

- 1) Phone - 512-471-6231
- 2) SPAA@austin.utexas.edu

Please contact our office at 471-4412 if we can assist you further. Thank you.

Enclosure(s) (____)

Exp: 10/31/2014
Renewable: