



TEXAS TECH UNIVERSITY  
Department of Intercollegiate Athletics  
*Operating Policy and Procedure*

**PREFACE**

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

**ADDITIONAL SOURCES OF INFORMATION ARE:**

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)  
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

## **Department of Intercollegiate Athletics Policy and Procedure**

Revised and posted 9/11/07

### **5.8 CONTRACTING**

#### **GOODS AND SERVICES CONTRACTS**

All contracts must be submitted through the Athletics Business Office (ABO) before being submitted to the Athletics Director for approval. The contract is then forwarded to the University Contracting Office for normal processing.

#### **CONTRACTS**

Contracts must comply with all Board of Regent Policies and TTU Operating Policies and Procedures. See <http://www.depts.ttu.edu/opmanual/contents.php#54> and <http://www.depts.ttu.edu/opmanual/OP54.01.pdf> for more information on University policies.

The following sets forth the process for all contracts and agreements with TTU Athletics:

- Contract is initiated and delivered to the ABO where it is reviewed and a route sheet is attached.
- Contract reviewed and approved by the Director of Athletics (AD)
- Contract reviewed and approved by the Texas Tech University Contracting Office
- Appropriate authorized University signatures are obtained
- Contract returned to the TTU Contracting Office
- Contract returned to the Athletics Business Office
- Copies of the contract distributed to third parties

If Contract includes money to be paid to a vendor by TTU Athletics an Electronic Purchase Order (EPO) needs to be completed, reviewed and approved by the authorized Athletics Business Office personnel and then forwarded to the TTU Contracting Office at the same time the contract is being routed. At the time the contract is complete then payments may be processed according to the contractual financial arrangement. All payments will be routed through the TTU Contracting Office for proper authorized signature.

Exclusion: A Game Guarantee Contract that payment will be paid with revenue funds does not need a purchase order. Those payments must be paid with a Requisition Invoice (RI) and routed through the TTU Contracting Office for approval before payments can be processed.

#### **GOODS AND SERVICES TRADE POLICY**

All trades must have prior approval by the AD.

The primary criteria for whether a trade shall be approved is that it must meet the requirement of saving the Athletic Department cash dollars for goods and/or services that would be purchased without consideration of the trade. In other words, no trades will be approved for items that would not otherwise be required. Examples of goods or services that trades can be used for are:

- Maintenance of equipment
- Custodial (clean-up service)
- Hotel rooms
- Equipment
- Business meals, e.g. for game officials, visiting teams, official required (not optional) Athletics Department functions, etc.

Any hard (cash) costs associated with the trade are to be borne by the department or sport receiving the benefit of the trade.

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### **ACCOUNTING FOR TRADES**

All trade agreements must designate the department and a specific individual within that Department that is responsible for maintaining records of the use of the goods and/or services that are received in the trade. Each trade agreement will specify the quantity of items received in the trade and the individual responsible for the trade must maintain a detailed log of how, and by whom the goods and/or services are used.

No goods and/or services received in any trade may be used for personal use.

The process related to trade for goods and/or services is as follows:

1. The Department requesting the trade should complete a term sheet describing the trade.
2. The Department Head/Sport Supervisor should review the trade to determine that the trade is in compliance with our policy for trades.
3. The Department Head/Sport Supervisor should indicate approval on the term sheet.
4. The term sheet should be submitted to Associate Athletic Director of External Operations for review.
5. If approved by Associate Athletics Director of External Operations, the term sheet should then be submitted to the Athletic Director for review.
6. The Athletic Director will review and approve or disapprove the trade.
7. The term sheet is returned to External Operations Department to complete the trade agreement.
8. The trade agreement is submitted the Athletic Business Office for processing.
9. The contract is routed through TTU Contracting Services for signatures and the signed contract is returned to the company providing the trade for agreement services.

The Athletics Department employee responsible for tracking trades will maintain appropriate records for tracking use of trade and service records, and will submit use reports to the ABO at least quarterly.