

**AGREEMENT ON ESTABLISHING  
THE CONFUCIUS INSTITUTE AT THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
THROUGH COOPERATION BETWEEN  
THE UNIVERSITY OF INTERNATIONAL BUSINESS AND ECONOMICS (UIBE)  
AND  
THE UNIVERSITY OF TEXAS AT SAN ANTONIO (UTSA)**

Whereas, the University of International Business and Economics (UIBE) is a state university under the leadership of the Ministry of Education and is located in Beijing, the People's Republic of China and the University of Texas at San Antonio (UTSA) is a state university organized under the laws of the State of Texas, is a component institution governed by the Board of Regents of the University of Texas System, and is located in San Antonio, Texas, the United States of America;

Whereas, the UIBE and the UTSA have previously entered into an Agreement of Cooperation, effective February 4, 2009, ( the "Agreement of Cooperation") in order to explore the establishment of The Confucius Institute at The University of Texas at San Antonio (the "Confucius Institute"); and

Whereas, the parties have decided to pursue the establishment of such an Institute under the terms and conditions of this Agreement on Establishing the Confucius Institute at The University of Texas at San Antonio (the "Agreement"), which Agreement terminates and replaces the Agreement of Cooperation.

**Now, therefore, for good and valuable consideration, the value and sufficiency of which is hereby acknowledged, the parties agree as follows:**

**Article 1: Purpose**

In order to enhance the American people's understanding of Chinese language and culture, to promote multi-culturalism, to develop friendly relations between UIBE and UTSA, and to provide high-quality conditions for American students to study Chinese, UIBE and UTSA have agreed to establish the Confucius Institute cooperatively at UTSA after a friendly communication between both parties and subject to the guidance and the approval of the Confucius Institute Headquarters (the "CIHQ").

## **Article 2: Methods of Establishment and Name**

The Confucius Institute is planned to be established by UIBE and UTSA, who should together submit the application to the CIHQ.

The CIHQ will certify the qualifications of UIBE and commission it to cooperate with UTSA on behalf of the CIHQ. The parties may amend (see Article 10, below) or may terminate and replace this Agreement with an implementation agreement if either such action is requested by CIHQ or is necessary to meet any CIHQ requirements. Upon approval, the CIHQ will issue the Confucius Institute a certificate authorizing it to teach Chinese courses and will issue such letter(s) of appointment as are required by its policies and procedures.

The proposed English name for this Confucius Institute is “The Confucius Institute at The University of Texas at San Antonio”, and the proposed location will be in the City of San Antonio, Texas, USA. The parties acknowledge that CIHQ owns all rights and title to the “Confucius Institute” trademark, name and logo (collectively, “CIHQ marks”) and must authorize the parties to use any such CIHQ marks.

## **Article 3: Institutional Nature**

The Confucius Institute is a non-profit, educational institution whose purpose is to promote the Chinese language and culture and whose primary activity is teaching Chinese.

The Confucius Institute must abide by the One-China Policy, preserve the independence and unity of the People’s Republic of China, abide by the laws and regulations that apply to the area where the Institute is located, accept the policy of the country where it is located, abide by that country’s cultural and educational traditions and social customs, and refrain from participating in any political, religious or ethnic activities in the country where it is located.

## **Article 4: Scope of Services and Activities**

The Confucius Institute shall organize regular courses on Chinese language and culture, as well as some programs with special characteristics as may be reasonably required by the situation in question. The particular programs and activities presently contemplated by the parties are listed in this Article 4.

### **1. Organization of Seminars, Forums, and Workshops**

The Confucius Institute shall organize seminars, forums and workshops on topics such as Chinese history, culture, economy, the relationship between China and the United States, etc. for the students of the Confucius Institute as well as for the local community.

## **2. Undertaking Business Chinese Training**

With UIBE's predominance in the field of Business Chinese, the Confucius Institute shall offer a weekend Business Chinese program to the local community. Said program shall aim to train local business people and students who desire to develop business cooperation with China in the future in order to promote business relationships between China and the United States.

## **3. Development of Chinese Proficiency and Business Chinese Tests**

The Confucius Institute shall develop the Chinese Proficiency test (HSK) and the Business Chinese Test (BCT) at UTSA. In addition, the Confucius Institute shall offer training programs to those who will take the HSK and/or the BCT.

## **4. Summer Program Offerings**

The Confucius Institute shall offer summer programs at the Confucius Institute at UTSA and at the UIBE.

## **5. Organization of Chinese Cultural Festival and Contest**

The Confucius Institute shall organize a Chinese Cultural Festival. The Confucius Institute shall invite famous Chinese experts and scholars to deliver lectures on history, culture and other related topics about China. The Confucius Institute shall arrange Chinese cultural delegations to visit the United States to offer concerts, art exhibitions, film and teleplay exhibitions, theatrics, etc. so as to inspire the students' enthusiasm in learning Chinese and to promote the understanding of Chinese society and culture by the students and the local community.

The Confucius Institute shall organize a contest on present-day China and offer various awards in order to encourage the students to develop an in-depth understanding of China.

## **6. Offer Short Term Seminars for United States Governmental Officers and Business Executives.**

The Confucius Institute shall endeavor to foster close relationships with governmental institutions and industries both in China and the United States by organizing and making available short-term seminars in China for American government officials and business executives. Said short-term seminars shall be presented in a format that offers the American officials and business executives the following: a series of lectures on Chinese economy, official visits to appropriate Chinese government entities, economic development zones and

famous enterprises, and opportunities to communicate and interface with Chinese enterprises and entrepreneurs.

#### **Article 5: Administrative Body and its Function**

1. The Confucius Institute should establish a Board of Directors constituted of representatives of both parties, with no less than 40% of the representatives being from UIBE. Decisions of the Board of Directors should be passed with a two-thirds majority vote. At this time, the parties propose that the Confucius Institute Board of Directors consist of seven (7) people, in which three (3) are from UIBE.
2. The Confucius Institute Board of Directors, acting in accordance with CIHQ requirements, applicable governing law and policies, and the terms and conditions of applicable agreements, will govern the activities and operations of the Confucius Institute. The Board of Directors also has the right to appoint the Director and Deputy Director and to implement the system under which the Director and Deputy Director are responsible for the daily operations of the Confucius Institute. The Director and Deputy Director are responsible to the Board of the Directors.
3. After any appropriate coordination with CIHQ and/ or the Office of Chinese Language Council International (“the Hanban”), the Director and Deputy Director shall mutually create a detailed plan of the annual programs that the Confucius Institute proposes to undertake and shall submit this plan to the Board of Directors for approval.

#### **Article 6: Teaching Expenses**

##### **1. Raising Funds**

- (a) Both parties share the responsibility for raising funds for the Confucius Institute.
- (b) One-time costs should be shared by both parties. Specific cost responsibilities will be detailed in writing prior to any costs being incurred.
- (c) UIBE, acting with the assistance of the CIHQ or the Hanban, will pay the salary, housing, international transportation and medical insurance of the administrators and teachers sent from China.
- (d) UIBE, acting with the assistance of the CIHQ or the Hanban will also pay for teaching materials such as books and audiovisual products.
- (e) With approval from CIHQ, UIBE can provide the Confucius Institute with funds for teaching Chinese and sponsoring activities that spread Chinese culture.
- (f) All other expenses should be paid for by UTSA out of annual operating funds it supplies for this purpose. Such annual operating funds will depend upon UTSA’s finances and budget for each year.

(g) Should either party not have funding to carry out any obligations under this Agreement, it shall immediately notify the other party of such fact and of such portions of the Agreement that may be deemed terminated or modified due to the lack of funding.

## **2. Management/Reporting**

(a) The Confucius Institute will establish a standardized system of reporting on its annual budget and annual final account. The budget and final account must be examined and approved by the Institute's Board of Directors.

(b) Reporting and approval procedures set by the CIHQ must be followed for those expenses that are borne by UIBE, and the CIHQ funds must not be diverted to other purposes.

(c) The CIHQ and other officials who monitor UTSA's financial affairs have the right to oversee, examine and audit the expenses of the Confucius Institute.

## **Article 7: Responsibilities Distribution**

### **1. Mutual Responsibilities:**

(a) To make out the developing plan, market forecast and the operations plan annually.

(b) To make out the methods of funds raising and management annually.

(c) Five years after the Confucius Institute begins to offer service and activities as outlined in article 4, its budget should balance so that its income meets or exceeds its expenses and the Confucius Institute can run independently.

### **2. Responsibilities of UTSA:**

(a) To provide administrative support personnel;

(b) To provide the Confucius Institute with reasonable access and transportation to significant business activities and to San Antonio;

(c) To provide facilities for the Confucius Institute. Such facilities should have at least 150 square meters (1,615 square feet) of classroom and work space; and

(d) To provide computers and audiovisual equipment needed for the Confucius Institute activities; if UTSA needs help from UIBE or the CIHQ for this type of equipment, this must be clearly stated in the application submitted to CIHQ.

### **3. Responsibilities of UIBE:**

(a) To provide at least one full-time administrator, who should serve as the Deputy Director, and two full-time teachers.

### **Article 8: Relationship with the CIHQ**

#### **1. Rights of Confucius Institute**

- (a) To use the name and logo of Confucius Institute as designated by CIHQ;
- (b) To be listed in all materials in which the CIHQ provides contact information for Confucius Institutes and to be included in the CIHQ's comprehensive publicity plan;
- (c) To be included in the CIHQ's network of member Confucius Institutes;
- (d) To receive professional guidance on course planning, teaching and evaluation methods, and course material development;
- (e) To have priority when undertaking all kinds of activities organized by the CIHQ and receive financial subsidies for undertaking them;
- (f) To use the Great Wall Chinese multimedia teaching materials provided by the CIHQ and any other teaching materials it may develop;
- (g) To receive invitations for administrators or teachers to participate in meetings or training sessions organized by the CIHQ;
- (h) To receive worldwide Chinese teaching information provided by the CIHQ free of charge, and to receive Chinese books, periodicals and audiovisual materials from the CIHQ; and
- (i) If needed, to receive teaching equipment provided by the CIHQ.

#### **2. Duties of Confucius Institute**

- (a) To carry out activities prescribed by the CIHQ as implemented through the Confucius Institute's Board of Directors, Director and Deputy Director;
- (b) To accept guidance from the CIHQ on teaching development;
- (c) To accept evaluation of the quality of teaching at the Confucius Institute by a team appointed by the CIHQ and to implement its suggestions; and
- (d) To guarantee the priority in use the income of the Confucius Institute into the sustainable development of the Confucius Institute.

### **Article 9: Evaluation of the Quality of Teaching and the Right for Withdrawing**

1. In order to ensure the unique nature and teaching quality of the Confucius Institute, the CIHQ will carry out evaluations of teaching quality at fixed intervals. These evaluations will cover: the scope of courses taught, teaching quality, management mechanisms, and the costs and effectiveness of teaching.

2. If the Confucius Institute, in the course of its teaching, violates the responsibilities and duties it has contracted with the CIHQ to fulfill and it refuses to correct its errors within a reasonable time period, the CIHQ has the right to revoke its certification and reclaim the Confucius Institute nameplate.

### **Article 10: Agreement Revision**

With the consent of both parties, this Agreement may from time to time be revised through a process of negotiation and discussion in a spirit of cooperation and good will and any revisions will be made in writing, in both English and Chinese, and signed by authorized representatives of the parties.

### **Article 11: Governing Law for Dispute Settlement**

This Agreement shall be construed and enforced according to the laws of the State of Texas.

### **Article 12: Language of the Agreement**

This Agreement is written in both English and Chinese. Both versions of the Agreement shall be equally authentic. Each party to the Agreement shall retain one copy each in Chinese and English of the Agreement. The Agreement, in both languages, shall have the same effect.

### **Article 13: Term of the Agreement**

Upon approval and execution by each party, this Agreement shall remain in effect for a period of five (5) years, or until the Confucius Institute ceases to exist, whichever is later.

### **Article 14: Termination of the Agreement**

Either party may terminate this Agreement upon giving written notice at least six months in advance of their intent to terminate. If such notice is given, this Agreement shall terminate: (a) six months after the receipt of the notice of intent to terminate; or (b) when all registrants enrolled in a program offered by the Confucius Institute at the time such notice is given have completed their respective program, whichever event occurs last.

EXECUTED by the University of International Business Economics and The University of Texas at San Antonio in triplicate copies, each of which shall be deemed an original.

**THE UNIVERSITY OF INTERNATIONAL BUSINESS ECONOMICS**

By: Jianjun Shi  
Dr. Shi Jianjun  
President

Date: 09/02/10



**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

By: Ricardo Romo  
Dr. Ricardo Romo  
President

Date: 09/02/10



# 关于对外经济贸易大学和德克萨斯大学圣安东尼奥分校 合作创办德克萨斯大学圣安东尼奥分校孔子学院的协议

对外经贸大学（简称：UIBE）位于中华人民共和国北京市，是教育部直属大学；德克萨斯大学圣安东尼奥分校（简称：UTSA）位于美国德克萨斯州圣安东尼奥市，是一所根据德克萨斯州法律设立的州立大学，同时也是德州大学系统评议委员会管理下的一个组成机构。

鉴于 UIBE 和 UTSA 已就德克萨斯大学圣安东尼奥分校孔子学院的创办初步达成一份合作协议（以下简称“合作协议”），该协议已于 2009 年 2 月 4 日生效。现双方进一步就创建德克萨斯大学圣安东尼奥分校孔子学院的协议（以下简称“协议”）的相关条款和条件达成一致。本协议将取代双方之间签署的“合作协议”，“合作协议”相应终止。

现协议双方同意以双方认可的善意及价值为基准，就以下条款达成一致：

## 第一条 协议目的

为加深美国人对汉语言文化的理解，促进多文化交融，发展 UIBE 和 UTSA 的友好关系，同时为了给美国学生学习汉语创造良好的条件，UIBE 和 UTSA 经友好协商，一致同意在孔子学院总部（简称：CIHQ）的批准和指导下，合作创办圣安东尼奥分校孔子学院。

## 第二条 建设方案及名称

UIBE 和 UTSA 将共同向孔子学院总部提交申请，并将共同参与孔子学院的建设。

孔子学院总部将负责对对外经济贸易大学进行资格审查，并授权其代表孔子学院总部同德克萨斯大学圣安东尼奥分校开展合作。合作双方将遵照总部要求或是为满足总部要求而进行必要的修改、终止协议或是通过订立新的履行协议来取代本协议。审查通过后，孔子学院总部将授予孔子学院证书，允许其教授汉语，还将根据有关规定和程序授予相关授权书。

本孔子学院拟定的英文名为“The Confucius Institute at the University of Texas at San Antonio”，拟定校址位于美国德克萨斯州圣安东尼奥市。双方承认孔子学院总部享有对

“孔子学院”商标、名称和标识（统称“孔子学院总部标志”）的使用权，孔子学院总部必须授予协议双方对孔子学院总部标志的使用权。

### 第三条 机构性质

作为一家非营利性教育机构，该孔子学院的主要活动是汉语教学，其设立目的是推广汉语言文化。

孔子学院必须奉行“一个中国”的政策，维护中华人民共和国的主权独立和领土完整；遵守学院所在地的法律法规，拥护所在地国家的政策，尊重该国的教育文化传统和社会习俗，保证不参与所在地国家的任何形式的政治、宗教或民族活动。

### 第四条 服务和活动范围

孔子学院将组织开展关于汉语言文化的常规课程，以及一些特定情况下需要的合理的特色项目。本条所列的即为一些目前可预见的特色项目和活动。

#### 1. 组织研讨会、论坛和讨论会

孔子学院应就中国历史、文化、经济、中美关系等专题为孔子学院学生或当地社区组织研讨会、论坛及讨论会。

#### 2. 组织商务汉语培训

利用对外经贸大学在商务汉语领域的优势，孔子学院将在当地社区推出周末商务汉语项目。该项目面向的主要是希望将来同中国开展商务合作的当地商务人士和学生，并藉此促进中美商务关系的发展。

#### 3. 推广汉语水平考试和商务汉语考试

孔子学院应在圣安东尼奥分校推广汉语水平考试和商务汉语考试。同时，孔子学院应为汉语水平考试和商务汉语考试的考生提供培训。

#### 4. 提供暑期课程

孔子学院应在圣安东尼奥分校孔子学院和对外经贸大学开展暑期培训项目。

#### 5. 组织中国文化节和竞赛

孔子学院应负责中国文化节的组织事宜。孔子学院应邀请知名华人专家和学者前来做有关中国历史、文化以及其他相关主题的讲座。孔子学院应安排中国文化代表团到访美国，举办音乐会，艺术展览，影视展示以及戏剧演出等等，以激发学生们的学习汉语的热情，并加深学生及当地社区对中国社会和文化的理解。

孔子学院应组织有关今日中国的竞赛并设立一系列奖项，鼓励学生们加深对中国的了解。

#### 6. 为美国政府官员和企业高管召开短期研讨会

孔子学院应通过在中国组织和举办美国政府官员和企业高管短期研讨会，极力培养同中美两国政府机构和相关行业的关系。该短期研讨会将向美国政府官员和企业高管提供以下内容：关于中国经济的一系列演讲，对中国相关政府机构、经济开发区和知名企业的正式访问以及同中国企业和企业家接触和交流的机会。

### 第五条 行政机构及其职能

1. 该孔子学院将设立由各方代表组成的理事会，对外经贸大学代表数量不得少于理事会成员数的 40%。理事会决议需经三分之二的多数票同意方可通过。

2. 遵循中国国家汉办公布的孔子学院章程以及其他相关规定，孔子学院实行理事会领导下的院长负责制。院长由双方分别提名，由德州大学圣安东尼奥分校提名 1 名具有行政管理经验的人员担任孔子学院院长，对外经贸大学提名 1 名具有行政管理经验的人员担任孔子学院副院长。提名报理事会同意后任命。

3. 该孔子学院理事会将根据孔子学院总部的要求，适用的法律法规以及协议条款的约定来管理孔子学院的活动和运营。理事会有权选任理事和副理事，并负责实施理事和副理事负责孔子学院日常运营的机制。理事和副理事对理事会负责。

4. 在同孔子学院总部和国家汉语国际推广领导小组办公室（简称“国家汉办”）协调的基础上，理事和副理事可共同制定一份关于该年度孔子学院计划开展的项目的详细规划，并将此规划提交理事会批准。

### 第六条 教学支出

#### 1. 筹集资金

(a) 协议双方应共同负责孔子学院的筹资工作。

(b) 一次性费用应由双方共同承担。特定费用将在发生费用之前以书面形式确定具体的分担方式。

(c) 在孔子学院总部和国家汉办的协助下，对外经贸大学负责为中国的行政管理人員和教师支付工资、住宿费用、国际交通费以及办理医疗保险。

(d) 在孔子学院总部和国家汉办的协助下，对外经贸大学应支付课本和音像制品等教材的费用。

(e) 经孔子学院总部批准，对外经贸大学可向孔子学院提供汉语教学所需资金，并可对一些传播汉文化的活动提供赞助。

(f) 其他费用应由圣安东尼奥分校承担，该费用从年度运营资金中支出，年度运营资金以德克萨斯大学圣安东尼奥分校每年的财政情况与预算为基础制定。

(g) 如协议任何一方无资金能力去履行本协议项下的某一义务，应立即就相关事实和协议中相对应的部分通知另一方，该部分可能由于缺乏资金而终止或被修订。

## 2. 管理/报告

(a) 院长的管理职责：

- 共同制定合作项目实施方案，提交理事会审议，并负责决议的具体实施；
- 共同制定年度计划，提交理事会审议，并负责实施；
- 共同负责孔子学院的日常管理工作，每年组织对项目实施情况的总结和评估；撰写和提交评估报告；
- 共同负责专项活动的总结和年度工作总结，接受理事会以及国家汉办的评估；
- 双方具体协商对财务、教学、人事实行因地制宜的共同管理。

(b) 孔子学院应当制定关于年度预算和年度决算报告的标准化制度。预算和决算须经理事会审查批准。

(c) UIBE 所承担费用的报告和审批必须遵循孔子学院总部制定的程序规定，不得将孔子学院总部的出资挪作他用。

(d) 孔子学院总部及其他负责监管圣安东尼奥分校财务的官员有权监督、检查和审计孔子学院的费用支出。

## 第七条 责任分配

### 1. 共同责任

(a) 制订年度发展规划、市场预测和运营计划；

(b) 制订年度筹资和管理方案；

(c) 自孔子学院开始提供本协议第四条规定的服务和活动之日起五年内，该学院应做到预算平衡来保证收支平衡或收大于支，实现自主运营。

## 2. 圣安东尼奥分校的责任

(a) 提供行政支持人员；

(b) 保证孔子学院能及时获取重大商务活动的信息，并确保学院同圣安东尼奥市之间的交通便利；

(c) 为孔子学院提供设施，这些设施应包括至少 150 平方米（即 1615 平方英尺）的教室和工作间；

(d) 提供孔子学院开展活动所需要的电脑和音像设备。关于此类设备，如果圣安东尼奥分校需要对外经贸大学和孔子学院总部的协助，那么他应在提交孔子学院总部的申请表中明确地提出。

## 3. 对外经贸大学的责任

(a) 提供一名专职行政人员来担任副院长；

(b) 提供一至两名全职教师。

## 第八条 同孔子学院总部之间的关系

### 1. 孔子学院的权利

(a) 有权使用孔子学院总部指定的孔子学院名称和标志。

(b) 有权被列在孔子学院总部的所有提供各孔院联系方式的材料中，同时有权参与孔子学院总部的综合性宣传计划。

(c) 加入孔子学院总部的孔子学院成员网络。

(d) 在课程计划、教学和评估方法以及课程教材开发方面接受专业性指导。

(e) 对孔子学院总部安排的各类活动有优先选择的权利，开展这些活动有权获得财政补贴。

(f) 有权使用总部提供的长城中文多媒体教学材料及其它教学材料。

(g) 行政人员或教师有权接受邀请去参加总部组织的会议或培训课程。

(h) 免费从总部获取全球范围的汉语教学资讯，并有权从总部获得中文书籍、期刊和视听资料。

(i) 如有需要，可从孔子学院总部获取教学设备。

## 2. 孔子学院的义务

(a) 遵照孔子学院总部的规定，通过孔子学院理事会，中外方院长来执行并开展活动。

(b) 在教学发展方面，接受孔子学院总部的指导。

(c) 接受孔子学院总部派遣的评估团队所做的教学质量评估并执行评估建议。

(d) 确保可优先使用该孔子学院的收入来保证该院的可持续发展。

## 第九条 教学质量评估和撤销权

1. 为确保孔子学院的独特性和教学质量，孔子学院总部将每隔一定的时间就开展一次教学质量评估。评估包括：授课范围，教学质量，管理机制以及教学成本和实效。

2. 如果该孔子学院在教学过程中违反了它和总部之间约定的职责和义务，而且在合理的时间范围内拒绝做出改正，孔子学院总部有权撤回其资格认证并收回该孔子学院的铭牌。

## 第十条 协议的修订

协议双方应本着合作、善意的原则，通过友好协商和讨论达成一致意见后，方可对协议做出修订。协议的修订应采用书面形式，用中英文书写，并经双方授权代表签署。

## 第十一条 争端解决适用条款

本协议应遵照德克萨斯州法律进行构建和履行。

## 第十二条 协议语言

本协议用英文和中文两种语言写就，两个版本具有同等效力。协议一式两份，双方各执一份，每份包括中英文版本的副本各一份。本协议使用的两种语言具有同等效力。

## 第十三条 协议有效期

本协议自协议各方批准和签署生效之日起五年内有效，或是在该孔子学院停办之前有效，以迟发生者为准。

## 第十四条 协议的解除

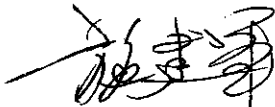
协议一方如意图解除本协议，应至少提前六个月将解除意图以书面形式通知另一方。在以下两种条件下，协议应当解除或终止：(a) 在收到解除意图的书面通知后六个月；

(b) 通知发出之时，所有在孔子学院登记注册的人都已实现他们各自的计划，以迟发生者为准。

协议由对外经济贸易大学和德克萨斯大学圣安东尼奥分校签署生效。协议一式三份，每份均应视为协议正本。

对外经济贸易大学

德克萨斯大学圣安东尼奥分校



签名：施建军 博士/教授

签名：Ricardo Romo 博士/教授

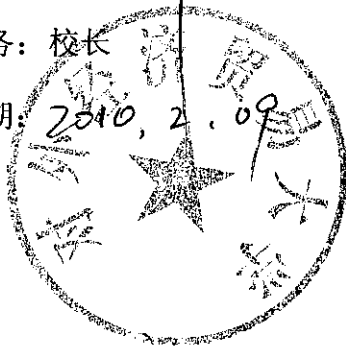
职 务：校长

职 务：校长

日 期：

2010, 2, 09

日 期：





Pamela S. Bacon  
 Associate Vice President for Administration  
 One UTSA Circle  
 San Antonio, Texas 78249-0605

Doc ID 2010-0704

DISPOSITION: Signed Unsigned Withdrawn Return to Dept Attach Email Route to \_\_\_\_\_  
 Other \_\_\_\_\_

**CONTRACT CHECKLIST**

EMAIL Submission date: \_\_\_\_\_ EMAIL Contact: \_\_\_\_\_

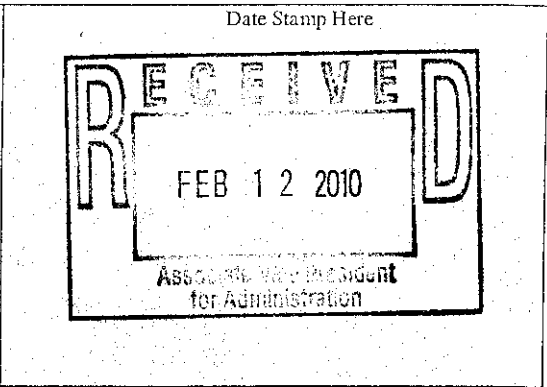
Is agreement with UTSA employee? Yes  **No**

Signed Conflicts of Interest Memo attached? Yes  No

\_\_\_\_\_ % Dept. \_\_\_\_\_

Scope of current Position: \_\_\_\_\_

Scope of Contract Work: \_\_\_\_\_



	YES	NO
Name of Party match Signature Block? ("Facility/Provider") _____	✓	
*Routing requirements met? (Academic Affairs) _____ (Student Affairs) _____	✓	
UTSA template? Current Old		✓
*Non US-Citizen routing?		✓
FORM C attached		✓
RPS screening attached		✓
Name of Company Verified? TX Comptroller Vendor Sheet _____ SOS _____		
<b>FOR AVPA</b>		
Terms consistent throughout contract?		
OTHER(Risk Mgmt) (OIT)		
Reviewed by Legal Office		

Code as Non-Conforming

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All issues cleared? \_\_\_\_\_

Replace Signature Page Only  Replace Marked Pages Only

Reviewed by

Replace Entire Document