

Compliance with Auburn's Contracting Standards Worksheet

Does the service or vendor user agreement include these basic requirements:

- Procedure for termination or discontinuation clearly identified and understood
- Title and authority of person signing for contractor/vendor
- Clear descriptions of amounts of money or other consideration for contract
- Rights, obligations, duties of every party are clearly listed

Beware of agreements that contain these types of provisions:

- Indemnification, liquidated damages, attorney's fees, waiver of contractor's liability, waiver of statutes of limitations clauses
- Governing Law provisions naming states other than Alabama
- Venues for suits other than Lee County, Alabama
- Confidentiality clauses

AU will not enter into an agreement that includes any of these.

Should you have questions or need help in using this checklist, please contact

1) your IT director/manager, or

2) Dr. Kathy McClelland, Manager, IMG (img@auburn.edu / 334-844-5181)