



University-Organization Contract Guidelines

A University-Organization Contract is required for all departments with students undertaking clinical or nonclinical work experience. This contract is between the university and off-campus work environments that allow students to perform course related work experience within their academic major.

The University-Organization Contract outlines the responsibilities of both the Organization (Host Entity) and the University, including supervision and the facilities available to students. It provides the Organization and the University with information regarding insurance coverage and formalizes the commitment of the university to ensure students maintain confidentiality and professionalism.

The contract is a legally binding document. By signing this document, San José State University and Organization accept knowledge of and agree to the terms, roles and responsibilities outlined in the contract. No placement(s) shall occur without a fully executed contract between both parties.

To insure that the University-Organization Contract has been considered, tracked, and verified to be complete and accurate, the Contracts & Purchasing Services will require departments to complete a Requisition.

University-Organization Contract process is as follows:

1. The Requestor (SJSU department) enters a Requisition in Financial Transaction Services for University-Organization Contract. Please coordinate with your Finance/Administrative Analyst, if you do not have access to entering a Requisition.
 - a. By submitting a Requisition, the department acknowledges the need for student placement and agrees to the content of the University-Organization Contract.
 - b. The contract can cover multiple years and more than one student intern.
 - c. A value of \$1.00 must be entered in the Requisition.
 - d. Enter account code 613001 (Contractual Services). Requestor determines the Fund and Dept ID.
 - e. The Organization is the vendor.
 - i. Select "Suggested Vendor" if Organization is not found in FTS.
 - f. In the Header Comments field, enter Organization's name; address; phone and fax numbers; and email address.
 - g. Upload the contract in Financial Transaction Services (FTS).
 - i. If you cannot upload in FTS, please see item #7 for other delivery options.
2. Contracts & Purchasing Services retrieve the Requisition and uploaded contract.
3. The Contracts & Purchasing Services Buyer will:
 - a. Issue a Purchase Order (PO) after the Buyer's review and acceptance of the University-Organization Contract.
 - b. Send the executed University-Organization Contract back to the department.

4. The department is responsible for forwarding the fully executed University-Organization Contract to the Organization for their review and signature of approval.
5. Organization returns executed contract to the department.
6. The department will maintain original contract in their files for auditing purposes.
7. The department will also send a copy of the executed contract to the Contracts & Purchasing Services by using one of these delivery methods:
 - a. Locate the original Requisition in FTS and upload the documents.
 - b. Email PDF copy to pass.reg@sjsu.edu . In the subject line of the email, reference only the complete requisition number (10 characters and in caps).
 - c. Fax them to 4-6684. Legibly write the complete requisition number (in caps and a total of 10 characters) in a prominent location of the first page of your backup submission. Each fax transmission (call) you make must pertain to one requisition.
8. Upon receipt of the completed contract, the Buyer will close the PO.

If you have any questions, please contact the Purchasing Buyer for University-Organization Contract at 4-1558.