

# Revenue Generating Service Contract Transmittal Form

## Section 1- Form Purpose and Instructions

This form will ensure that all revenue generating service contracts are reviewed and approved by the appropriate authorities in accordance with the Policy on Approval and Execution of Contracts and Invoices.

## Section 2- Contract Information

Initiating Department \_\_\_\_\_

Individual Initiating the Contract \_\_\_\_\_

### Description of Contract

Contractor/Other Party \_\_\_\_\_

Purpose of Agreement \_\_\_\_\_

Check Applicable Category:

New

Renewal of Existing Contract

Modification of Existing Contract (i.e. amendment, timeline)

\* If this is a Renewal, please attach a copy of the original contract. If this is a modification, indicate on which pages these occur \_\_\_\_\_

## Section 3- Contract Details

Length of Contract \_\_\_\_\_ Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Total Contract Value \_\_\_\_\_ Amount per Fiscal Year \_\_\_\_\_

\*The Revenue generating service contract pricing template must accompany this form

To which Chartfield are Revenues being recorded? (Chartfield guidance can be found at Financial Services website under Support & Training)

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Fund

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Department

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Account

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Program

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Class

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Project

Is HST applicable? (HST Guidance can be found on Financial Services website under Procedures).

Yes

No

Are you receiving personal compensation or benefit for work performed as a result of this Service Contract?

Yes

No

If yes, and

- You are a member of the Queen's University Faculty Association, note obligations cited under Article 18, Conflict of Interest and Conflict of Commitment, or
- You are not a member of the Queen's University Faculty Association and hold a faculty appointment, note obligations cited in the Senate policy. Conflict of Interest and Conflict of Commitment (Faculty) approved by the Board of Trustees, <http://www.queensu.ca/secretariat/policies/senateandtrustees/conflict.html>, or
- You do not hold a faculty appointment, note obligations cited in the Human Resources Conflict of Interest and Commitment Policy, <http://www.queensu.ca/humanresources/policies/workplaceissues/conflictinterest.html>

I have read the applicable policy and confirm that I understand my obligations

- please check to confirm

#### Section 4- Contract Relevance and Implications

Please identify and describe the relevance of this Service Contract to the mission of the Unit and/or University  
(please attach additional support if required)

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Please describe the implications of this resourcing commitment on teaching, research and/ or other activities of the unit  
(please attach additional support if required)

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#### Section 5- Risk Assessment

**Is this an international Contract/Agreement?** i.e. is the contract with an entity from a foreign jurisdiction?

Yes No

**If this is an International Contract/Agreement, is Ontario the jurisdiction where disputes arising out of this contract will be resolved?**

Yes No

If no, please forward the contract to University Counsel for review. PDF copy of form to [legal@queensu.ca](mailto:legal@queensu.ca)

**Does Queen's University have a previous relationship with the foreign partner/contacts associated with this agreement?**

Yes No

If yes, are there concerns? Please describe. \_\_\_\_\_

If no, are there concerns? Please describe. \_\_\_\_\_

**Does this agreement expose the University to any financial risk?** i.e. Capacity to pay, non-standard pay terms, volatile currency, etc.)

Yes No

If yes, please describe \_\_\_\_\_

How will those risks be mitigated? \_\_\_\_\_

**Are Contract Terms and Conditions (T's & C's) as per Queen's Service Agreement Standard Terms & Conditions?**

Note: Standard T's & C's can be found on Queen's website <http://www.queensu.ca/financialservices/forms.html>

Yes No

If no, please forward to University Counsel for review and approval.

**Does the contract involve the use of Hazardous Materials (i.e. Chemical, Radioactive, Biological) that fall outside the prescribed EHS compliance standards for Queen's, involve the use of Queen's equipment by a third party, involve Controlled Goods or Substances, involve materials subject to import/export regulations, site foreign EGS regulations' or includes a clause relative to Workers Compensation and/or poses any other Environmental Health and Safety issues?** (for guidance on EHS matters, please visit the EHS website at [www.safety.queensu.ca/pol.htm](http://www.safety.queensu.ca/pol.htm))

Yes No

If yes, please forward to EHS (Environmental Health and Safety) Department for review and Approval. PDF copy of form to [safety@queensu.ca](mailto:safety@queensu.ca)

Does the Contract involve a significant dollar value? (i.e. >\$500,000) PDF a copy to [finance@queensu.ca](mailto:finance@queensu.ca)

Yes

No

If yes, please forward a signed final copy of the Contract and Transmittal Form to Financial Services.

### Section 6- Review

Has this contract been reviewed with:

University Counsel?

Yes

No

Not Applicable

Environmental Health and Safety?

Yes

No

Not Applicable

Who? \_\_\_\_\_

### Section 7- Approval

The Parties signing this Transmittal Form attest that they do not have a connection to or a financial interest in the organization with which this contract is being made. (Signatures must be in accordance with the policy on Approval and Execution of contracts and invoices)

Department Head

\_\_\_\_\_

Date

\_\_\_\_\_

Dean or Associate Dean of Faculty or Director of Shared Services

\_\_\_\_\_

Date

\_\_\_\_\_

Vice Principal Finance and Administration

\_\_\_\_\_

Date

\_\_\_\_\_

Provost and Vice Principal Academic

\_\_\_\_\_

Date

\_\_\_\_\_

Principal

\_\_\_\_\_

Date

\_\_\_\_\_

### University Counsel Comments (Applicable to Questions in section 5)

I find it to be in sufficient legal form for execution

Please provide the following so that I may complete my legal review:

\_\_\_\_\_

Please make the following changes. Comments attached.

Please re-send with changes made for further review

Office of University Counsel

With these changes made, the agreement is in sufficient legal form

The agreement as written is not in sufficient legal form to execute

Date

### Submission Requirements

The Revenue Generating Service Contract Transmittal Form must be kept on file in the office of the originator and be readily available as required by Internal Audit and Financial Services.