The City University of New York
Office of the General Counsel and Vice Chancellor for Legal Affairs
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Administrative Advisory
Memorandum No. 21
June 6, 1994

To: College Presidents
Cabinet

From: Vice Chancellor Robert E. Diaz

Re: New Office of General Counsel Manual
of Model Form Documents

Recently, this office has distributed several model
documents to the business office at your campus. These have been
provided on disc, to enable them to be used by your college.
Included are such documents as a license agreement for rental of
your facilities, agreement for use with an independent
consultant, model specifications for a college bookstore and,
although this office is not counsel to independent corporations
such as auxiliary enterprise corporations, suggested model
boilerplate provisions for goods and services to be procured by
those entities. Attached for your information is the table of
contents for the manual maintained in this office.

Of particular importance, the model Board Resolutions to be
used for fiscal matters have been updated and, for the first
time, provided on disc and with explanatory notes. These new
Resolutions incorporate suggestions from staff at both the
Central Office and each campus. The contract for purchase of
goods and services has also been rewritten, with the help of many
Purchasing Agents, who were very generous with their comments.
This "boilerplate" was supplied with a manual on how to put it
together. Training sessions have been conducted, in conjunction
with the University Contracts office, at which campus staff have
been advised that no changes may be made to the new contract
other than those delineated in this manual. As always, of
course, campus staff are encouraged to call this office with
questions or comments.
encl.

c: Vice Presidents of Administration
    Deans of Administration
    Business Managers
    Purchasing Agents
    University Contracts Officer

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