

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

H:AAM21.DM/je

MODEL AGREEMENTS

June 3, 1994

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