



**Effective:** July 1, 2020  
**Last Revised:** June 12, 2020

**Responsible University Office:**  
*Business Services*

**Responsible University Administrator:**  
*Vice Chancellor, Business and Finance*

**Policy Contact:**  
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# State Contracts Database Policy

## POLICY CONTENTS

Scope  
Policy Statement  
Reason for Policy  
Procedures  
Definitions  
Additional Contacts  
History

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## Scope

Except as otherwise stated within this policy, all agreements and contracts with a stated or potential expense obligation for the University of Nebraska at Kearney in any manner must comply with this policy. This policy is applicable to all colleges, departments, entities, and employees of the University.

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## Policy Statement

This policy establishes and requires a common procedure for the upload of University expense agreements and contracts to the Nebraska Department of Administrative Services State Contracts Database. Any conflicts or issues arising from this policy and its established procedures will be addressed by Business Services.

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## Reason for Policy

The University is committed to following and complying with all State of Nebraska laws and regulations through established policies and procedures. This compliance includes adhering to the requirements of the Nebraska's Taxpayer Transparency Act (Neb. Rev. Stat. §84-602.01, as may be amended) related to the upload of contracts utilizing University funds to the State Contracts Database.

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## Procedures

### **Electronic Contracts**

- Contracts processed through Business Services using the University Electronic Contract System will be uploaded to the State Contracts Database by Business Services
- Electronic Contracts will be uploaded to the State Contracts Database by Business Services within thirty (30) days following the end of the then-current fiscal year

### **Hardcopy Contracts**

- Contracts processed through Business Services and executed by means of physical, scanned, faxed, or emailed documents due to State of Nebraska or Board of Regent policies and procedures, contractor needs or other requirements beyond the control of the University will be uploaded to the State Contracts Database by Business Services
- Hardcopy Contracts will be uploaded to the State Contracts Database by Business Services within thirty (30) days following the end of the then-current fiscal year

### **Purchase Orders**

- All Purchase Orders will be processed through the University Electronic Procurement System
- Purchase Orders and their additional documentation will be uploaded to the State Contracts Database automatically by the University Electronic Procurement System
- The Purchase Order process will be overseen and managed by Procurement and Payment Services

### **Additional Contract Documentation**

- All amendments, addendums, extensions, change orders, or other documentation involving the terms and conditions of any Contract must comply with the applicable processes and procedures associated with its respective Contract

### **Contract Redactions**

- Redactions of any Contract terms or information should be made prior to the upload of the Contract to the State Contracts Database

- In accordance with Neb. Rev. Stat. 84-712.05(3), it is the sole responsibility of the individual or entity contracting with the University to notify the University of any requested redactions at the time of execution of the Contract

**Exceptions**

- This policy does not apply to employment contracts, sub-contracts of Sponsored Program grants, or contracts with no stated or potential expense commitment to the University.

## Definitions

**Contracts** – all University agreements and contracts, as defined by Board of Regents Policy 6.3.1.3 (b), with a stated or potential expense commitment

**Purchase Orders** – documentation issued by the University committing to pay a University vendor or supplier for specific goods and products

**State Contracts Database** – online database established and managed by the Nebraska Department of Administrative Services to publicize State of Nebraska contracts as required by the Nebraska Taxpayer Transparency Act

**University** – University of Nebraska at Kearney including all of its colleges, departments, entities, and employees

**University Electronic Contract System** – online system, known as DocuSign, utilized to legally obtain signatures and execute contracts

## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Policy & Contracts	Business Services	308-865-8448	contracts@unk.edu
Employment Contracts	Human Resources	308-865-8431	bensonsa1@unk.edu
Purchase Orders	Procurement & Payment Services	308-865-8419	acctspay@unk.edu
Sub-Contracts of Grants	Sponsored Programs	308-865-8496	mocarskira@unk.edu

## History

This is a new policy.