

**Sponsored Projects Procurement Procedures Acknowledgment Form**

Barring any future changes to AU policy or the existence of a more restrictive sponsor policy, any goods or services with a value of \$10,000 or more that will be procured with funds from an external project sponsored directly or indirectly by the federal government will be subject to competitive bidding requirements in accordance with Federal Regulations. Purchases of goods and services on privately sponsored external projects of more than \$10,000 are also subject to competitive bidding requirements in accordance with AU policy. The use of any particular vendor (e.g. contractor, consultant, etc.) on a sponsored project is not guaranteed, regardless of whether they are named in the proposal, until they have met all procurement requirements and have a signed, fully executed agreement or purchase order. The Principal Investigator is not authorized to sign or otherwise enter into any contractual service agreement on behalf of AU, including agreements with a value of less than \$10,000. All agreements must be routed through the CAS Contract Admin office and authorized and signed by either the Associate Dean of Research or the AU Procurement Department. **No work should be performed by any vendor before receiving a fully executed contract or consultant agreement.**

By signing I am indicating that I understand the above and will not initiate any contractual agreements for goods or services without prior authorization from American University.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_