



APS JUSTIFICATION

Policy Title: Revenue Contracts

APS Number: 4061

APS Functional Area: **FINANCE**

Date Submitted:	May 2026
Proposed Action:	New
Brief Description:	Sets forth the guidelines to obtain and execute revenue contracts with the University of Colorado.
Desired Effective Date:	TBD
Responsible University Officer:	Vice President and Chief Financial Officer
Responsible Office:	Office of University Controller
Policy Contact:	Office of University Controller
Applies to:	All campuses, including System Administration

Reason for Policy: Sets forth procedures for the execution and approval of revenue contracts involving the University of Colorado.

I. REASON FOR PROPOSED ACTION

The university engages in numerous contracts that generate \$500,000 or more in revenue or in-kind services each year. This new policy creates clear, consistent guidance for the review and approval of such contracts, including circumstances under which a revenue contract is exempt from such review. The intent of the policy is to guide the thorough review of potential revenue contracts, including but not limited to an assessment of legal sufficiency, due diligence, and an evaluation of reputational risk. Additionally, the policy requires that all executed revenue contracts governed by the policy be filed in the university’s central contract management system, administered by the Procurement Services Center.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

- Campus and System Budget Offices
- Procurement Services
- Campus and System Controllers
- Campus and System Legal Counsel

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **Legal review is completed. Legal counsel provided feedback throughout the drafting process.**

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No.** If yes, please explain: