



BETHUNE-COOKMAN UNIVERSITY


Founded in 1904 by Dr. Mary McLeod Bethune

Dr. Albert Mosley President

OFFICE OF THE PRESIDENT

MEMORANDUM

TO: Faculty, Staff and Administration

FROM: Dr. Albert Mosley 
President

RE: Bethune-Cookman University Contracts and Agreements

DATE: August 18, 2025

I have advised the Office of Legal Affairs to provide instructions relative to the execution of the University's contracts and agreements. The below instructions will be strictly adhered to campus-wide. Please note that any document (contract, agreement, legal arrangement, etc.) that legally obligates the University must be reviewed and approved by the Office of Legal Affairs and signed by my office prior to any commitment being made.

1. Ensure that all University contracts and agreements from your respective departments are sent to the Office of Legal Affairs at bucucontracts@cookman.edu to be reviewed for legal sufficiency prior to my review and signature.
2. The attached **Contract Cover Sheet** must be completed and signed by an appropriate department designee (e.g., Department Chair, Dean or Vice-President), representing departmental approval and submitted to the Office of Legal Affairs along with the contract.
3. After the contract has been deemed legally sufficient by the Office of Legal Affairs, it will then be forwarded to my office for signature with an email notification to the requesting department.
4. Upon signing, my office will return the signed document to the department with a copy to the Office of Legal Affairs.
5. Each department is responsible for ensuring that a copy of the **fully executed document** (bearing the signatures of all parties), be submitted to the Office of Legal Affairs (via bucucontracts@cookman.edu) for the University's permanent records.

Thank you for your continued support.