**Instructions**

**for**

**Lab Use Agreement Instructions - Company**

## *Background & Intent*

The Office of the General Counsel (OGC) has created a Standard Lab Use Agreement - Company (*see OGC standard form* OGC-SC104) for use of lab equipment or use of a supervised lab. Always take a copy of the latest contract revision from the OGC standard contracts library.

## *Primary Purpose*

In general, an agreement (or contract) has two primary purposes:

* Defines a mutual written understanding with the customer. The understanding includes the University's obligations to the customer and the customer's obligations to the University. The intent of the agreement is both parties have a clear understanding of their individual obligations and who to contact if there are changes to the agreement.
* Mitigate risk to the University by clearly stating or disclaiming provisions such as warranties, termination, use of University name or logo, limitation of liability, indemnification, and export controls.

## *How to fill out the Lab Use Agreement*

The department making the external sale completes the gray-shaded areas of the OGC approved Lab Use Agreement, to include:

* Approved Internal/External Sales Approval Form (IESAF) number for the activity
* Full chart/field string (Fund, Dept. ID, Program, CF2)
* First paragraph:
  + Contract effective date (when you want the contract to start)
  + Customer’s legal name (“Company”)
    - Can be validated by customer or on customer’s website if available
  + “This Agreement is entered into by University through its…”
    - Enter department name that matches the Dept. ID description in Chart of Accounts
* Item 2 “Fee”:
  + Attach the fee “schedule” or standard rate sheet
* Item 11.6 “Notices”:
  + Enter the contact information of the department into the *If to the University* field
  + Enter the contact information of the customer into the *If to the Company* field
    - Witness Whereof:
  + The left signature block is the University employee who has the delegated External Sales Signature Authority for the Unit. Enter the employee's Name and Title (refer to the Delegations Library to see who has been delegated this authority).
  + The right signature block is for the Customer’s Company Name, Authorized Signer, and Title. The customer should sign first and then return to the department for signature.