

TO: Vice Presidents, Deans, Department Heads, Directors

FROM: Office of Legal Affairs and Procurement Office

RE: Contract Language to Inform Contractors about Board of Regents Tobacco Free Campus Policy

As the University implements the University System Board of Regents Tobacco-Free Campus policy effective October 1, 2014, and as the policy applies to contractors retained by the University, a contractual clause addressing compliance with the policy has been developed. The new clause is contained at [http://www.busfin.uga.edu/procurement/Tobacco free contract clause.pdf](http://www.busfin.uga.edu/procurement/Tobacco_free_contract_clause.pdf).

Please note that the Procurement Office will insert the clause into contracts flowing through UGA mart. However, for contracts issued by a UGA unit that do not flow through the procurement process, this new clause should be included in contracts and agreements that involve use of UGA facilities and contractors/firms delivering goods to or performing services on UGA campuses. Adding this clause will inform these parties that UGA is a Tobacco Free Campus. Contractual documents include, but are not limited to: consulting agreements, professional services agreements, facility lease agreements, entertainment/performance agreements, memorandums of understanding, memorandums of agreement, etc.

If you have any questions regarding the use of this new clause, please contact Susan Wells in the Office of Legal Affairs at (706)542-0006 or Annette Evans in Procurement at (706)542-7066. Please distribute this information to your departments accordingly.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at [sfahmy@uga.edu](mailto:sfahmy@uga.edu).*