



Received by: _____
Date _____
Via: campus mail / hand-delivery / e-mail

Office of Legal Affairs
Contract Routing Form

GENERAL INFORMATION

Requesting department has read and understands all contract terms and supports the purchase of services/goods described in the contract upon the business terms set forth therein. Requesting department has sufficient funds to cover the contract.

Requesting Official & Title	Signature	Date
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SUMMARY OF CONTRACT TERMS

Vendor name	Contract Start/End Dates	Total Contract Amount
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Description of Goods/Services to be procured _____

Indicate funding source (acct. #, project #, Title III*, etc.) _____

Contract: new renewal with original attached amendment with original attached

CONTRACT REVIEW AUTHORITY – All contracts MUST have VP approval prior to Legal review

Director / Departmental Chair (Print Name)	Signature	Date
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Dean (Print Name)	Signature	Date
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VP Institutional Advancement * or VP Chief Information Officer**	Signature	Date
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Vice President (Print Name)	Signature	Date
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LEGAL REVIEW (Please allocate 15 business days for review by the Office of Legal Affairs.)

The Office of Legal Affairs has reviewed the attached contract for approval by an authorized university representative:

- without changes;
- with the attached changes; or
- additional action as outlined below is required.

Joel Wright, J.D., Chief Legal Affairs Officer	Date
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* All contracts wholly or partially funded by Title III must be approved by the VP of Institutional Advancement prior to submitting it to Legal Affairs.
** If the contract involves software, hardware, and/or computer access to secure data, it must have EDP approval prior to forwarding the document to the Office Legal Affairs.

- Additional requirements**
- All contracts must be reviewed and approved as to form by the Office of Legal Affairs.
 - After the routing form bearing the appropriate signatures and the contract are received in the Office of Legal Affairs, the documents will be returned to the originator with guidance regarding next steps.
 - Originator will keep the original fully-executed contract and provide a copy of the fully-executed document to the Office of Legal Affairs.