

# CONTRACT APPROVAL COVER SHEET

*This form standardizes the contract process and is to be used as the cover sheet to ensure the complete review by appropriate departments.*

Requesting Department: \_\_\_\_\_ Date Initiated: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone# \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contract/Vendor Information: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Financial Obligation: \$ \_\_\_\_\_ Contract Dates: Start: \_\_\_\_\_

End: \_\_\_\_\_

Contract Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract Type: \_\_\_\_\_

Has the University contracted with this vendor in the past or is a renewal or extension of a previously approved contract? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, attach a copy of the relevant agreement.

Dean, VP or Department Chair and Fiscal Officer Approval :

**I certify that I have read and understand the terms of this draft agreement and have appropriate authority to submit this draft agreement on behalf of my department. I further certify that the draft agreement is complete and includes all exhibits, attachments and pages.**

**Dean, VP or Department Chair**

**Fiscal Officer**

Signed: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

**Contracting Department use only:**

**Administrative Review by**

**Approval**

**Date**

Risk Management

---

General Counsel

---

Export Control

---

Controllers

---

Information Technology

---

---

---

---