



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

SUMMARY OF CONTRACT TERMS

Vendor name

Contract Start/End Dates

Total Contract Amount

Description of Goods/Services to be procured

Funding source (acct. no., project no., Title III*, etc.)

Contract: _____ new _____ renewal with original attached _____ amendment with original attached

SIGNATURE AUTHORITY (Two signatures are required unless the requesting official is in a position of Director or above.)

Director / Departmental Chair

Signature

Date

Dean / Vice President

Signature

Date

VP Chief Information Officer or
VP Institutional Advancement*

Signature

Date

Provost / Associate or Assistant

Signature

Date

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 and approved it _____ without changes _____ with the attached changes for signature by an authorized university representative, or _____ additional action as outlined below is required.

Joel Wright, J.D., Chief Legal Affairs Officer

Date

*** 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.**

Additional requirements

- All contracts must be reviewed and approved as to form by the Chief Legal Affairs Officer.
- If the contract involves software and/or computer access to secure data, it must be routed to the Chief Information Officer for review prior to forwarding the document to the Office Legal Affairs. At a minimum, the CIO must sign the routing form.
- At least two signatures are required in the signature authority section unless the requesting official is in the position of Director or above.
- After the routing form bearing the appropriate signatures and the contract are received in the Office of Legal Affairs, the Chief Legal Affairs Officer will review the documents and return them to the originator with guidance regarding next steps.
- Originator will provide a copy of the fully executed document to the Office of Legal Affairs.