

## Contract or Agreement Review and Approval Form

The requesting department (originator) is responsible for providing supporting information for a contract or agreement to be reviewed and approved, and the request should be submitted a minimum of two weeks prior to the time it is needed.

Today's Date:

### REQUESTING UNIVERSITY DEPARTMENT/OFFICE

Requesting Department/Oriinator Name:

Contact Person and Title:

Contact Person Telephone and email:

### PRESIDENT COUNCIL'S APPROVAL

President Council's Approval:

### VENDOR/CONTRACTOR INFORMATION

Vendor/Contractor Name:

Vendor/Contractor Address:

Contact Person and title:

Contact Person telephone and email:

### CONTRACT/AGREEMENT DESCRIPTION

Describe the goods or services that the University will receive with this contract/agreement:

Total Not-to-exceed contract/agreement dollar amount:

Contract/Agreement Start and End Dates:

What other departments will be affected by this contract/agreement?:

Will any student information be released as a result of this contract/agreement?:

Will any employee information be released as a result of this contract/agreement?:

Will any University administrative data be released as a result of this contract/agreement?:

Specify the person in your department/office responsible for ensuring the goods are received/services are rendered under this contract/agreement: