



Office of the President

Pre-approval form for contracts and agreements

Today's Date: ____/____/____ Contract Name: _____

TSU Contact Person _____ Telephone: _____ Department/Unit: _____

Agency Contact Person: _____ Telephone: _____

Estimated cost to TSU: \$ _____ Source of funding: _____

Proposed contract period: Start date: ____/____/____ End date: ____/____/____
Mo. Date Year (xxxx) Mo. Date Year (xxxx)

The following Contracts must be Pre-approved by the President's Office (Please check the applicable and provide information where indicated):

- Title III Funds - Please indicate the Amount \$ _____
- Contracts \$500.00 or more - Please indicate the Amount \$ _____
- Events – (Sponsored by TSU; Events Open to the Public or Private Events with expected attendance above 300 individuals and/or \$500.00 or more.)

Contracts involving speakers and workshops sponsored by faculty or staff

Event Information (Please check the applicable and provide information where indicated):

- Participants: Faculty Staff Students Gen. Public All
- Est. number of participants: _____ Location: _____

Provide a brief description of proposed contractual agreement (please limit to 20 characters):

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Related Background, Objective and Justification:

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Approvals:

Dean/Vice President: _____ Provost/Exec. Vice President _____
Signature Date Signature Date

Print Name: _____ Print name: _____

Office of the President ONLY Pre-approval form: Approved Not Approved

Signature _____ Date _____
President/President's designee