

Tennessee State University

CONTRACT ROUTING AND APPROVAL FORM

(All sections must be completed.)

REQUESTING DEPARTMENT				
Department Name		Email		
Contract Agent		Tel		
CONTRACTOR INFORMATION <input type="checkbox"/> Check box if foreign entity				
Contractor Name		Email		
Contact Person		Tel		
CONTRACT DESCRIPTION/INFORMATION				
Type of Contract	<input type="checkbox"/> Professional Services Agreement		<input type="checkbox"/> Amendment or Renewal	
	<input type="checkbox"/> Letter of Agreement (\$500.00 or less)		<input type="checkbox"/> License or Subscription	
	<input type="checkbox"/> Facility Use Agreement		<input type="checkbox"/> MOU / MOA	
	<input type="checkbox"/> Subaward-Subrecipient Agreement		<input type="checkbox"/> Performance or Athletic Agreement	
	<input type="checkbox"/> Clinical Affiliation Agreement		<input type="checkbox"/> Other:	
Purpose of Contract (Description)				
Term of Contract	Start Date		End Date	
Budget/Financial Approval	Has the contract amount been approved by the Business and Finance department as being within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No			If no , obtain approval from Business and Finance before proceeding.
Contract Amount	\$	Account No.	Purchase Req. No.	
Procurement Checklist	(1) Is the contract amount over \$10,000 ? <input type="checkbox"/> Yes <input type="checkbox"/> No	(2) If yes , a bid is required. Was vendor chosen after RPF or another competitive process? <input type="checkbox"/> Yes <input type="checkbox"/> No		(3) If no , submit Non-Competitive Contract Request to Procurement.
	Provide Procurement with: <input type="checkbox"/> IRS W-9 Form <input type="checkbox"/> Minority Ethnicity Form <input type="checkbox"/> Proof of RFP or Non-Competitive Contract Request submission (if over \$10,000)			
Legal Review	*TO BE FILLED OUT BY THE OFFICE OF THE GENERAL COUNSEL* Has this contract been reviewed for legal sufficiency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

CONTRACT CERTIFICATION & APPROVALS				
I certify that I have read the attached contract, and that the requesting department will comply with all of its requirements. I recognize that while the Procurement Office and the Office of the General Counsel may review the contract from a legal or policy perspective, it is the requesting department's responsibility to ensure the specifications are sufficient and/or practical for departmental needs and to monitor the contract for compliance, payment, and expiration.				
I FURTHER CERTIFY THAT I HAVE OBTAINED ALL REQUIRED APPROVALS TO SUBMIT THIS CONTRACT FOR REVIEW, INCLUDING SECURING APPROPRIATE FUNDING FOR THE CONTRACT AMOUNT.				
PRINT NAME		SIGNATURE		
Contract Agent			Date	
Department Head			Date	
Dean/Director			Date	
Assoc./Asst. Vice President (if applicable)			Date	
Vice President			Date	