



**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 Above \$249,999 - Please indicate the Amount \$ \_\_\_\_\_
- Events – (Sponsored by TSU; Events Open to the Public; Events with expected attendance above 300 individuals)
- 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):

.....  
.....  
.....

Related Background, Objective and Justification:

.....  
.....

**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 (if not approved, see attached Memo)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President/President's designee