

# Tennessee State University CONTRACT ROUTING AND APPROVAL FORM

(All sections must be completed.)

REQUESTING DEPARTMENT			
<b>Department Name</b>		<b>Email</b>	
<b>Contract Agent</b>		<b>Tel</b>	

CONTRACTOR/COMPANY INFORMATION <input type="checkbox"/> Check box if foreign entity			
<b>Contractor Name</b>		<b>Email</b>	
<b>Contact Person</b>		<b>Tel</b>	

CONTRACT DESCRIPTION/INFORMATION			
<b>Purpose of Contract</b> (brief description)			
<b>Term of Contract</b>	<b>Start Date</b>		<b>End Date</b>
<b>Contract Origin and Addendum</b>	<input type="checkbox"/> University Template with No edits <input type="checkbox"/> University Template with Edits <input type="checkbox"/> Contractor-Provided		If Contractor-Provided Template: <input type="checkbox"/> Vendor has Approved University Addendum <input type="checkbox"/> Vendor has Rejected University Addendum
<b>Renewals</b>	Does the contract renew automatically? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much notice prior to renewal is required to terminate?	_____ Days <input type="checkbox"/> Months
<b>Contract Amount</b>	<b>\$</b>	<b>Account No.</b>	<b>Purchase Req. No.</b>
	(1) Is the contract amount over \$10,000? <input type="checkbox"/> Yes <input type="checkbox"/> No	(2) If answer to (1) is yes, was vendor chosen after RPF or other competitive process? <input type="checkbox"/> Yes <input type="checkbox"/> No	(3) If answer to (2) is no, submit Non-Competitive Contract Request to Procurement.
<b>Type of Funding</b>	<input type="checkbox"/> General Funds <input type="checkbox"/> Grant Funds/State <input type="checkbox"/> Grant Funds/Federal <input type="checkbox"/> Other Federal Funds <input type="checkbox"/> Restricted Funds <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Title III <input type="checkbox"/> Other:		

<b>Type of Contract</b> (Check all that apply)	<input type="checkbox"/> Contract for Workshop/Seminar	<input type="checkbox"/> Dual Services
	<input type="checkbox"/> Amendment/Renewal	<input type="checkbox"/> License/Renewal
	<input type="checkbox"/> Personal/Professional/Consultant	<input type="checkbox"/> Service/Maintenance
	<input type="checkbox"/> Use of Campus Facility	<input type="checkbox"/> MOU/MOA
	<input type="checkbox"/> Clinical Affiliation	<input type="checkbox"/> Other:

*REQUIRED* ADDITIONAL DOCUMENTATION	
<b>Additional Documents Attached to this Form:</b>	<b>Confirm Documents Provided to Procurement:</b>
<input type="checkbox"/> Original contract (required for Amendments)	<input type="checkbox"/> Purchase Requisition (if required)
<input type="checkbox"/> Letter to Justify Late Submission (if required)	<input type="checkbox"/> IRS W-9 Form (required)
<input type="checkbox"/> Proof of RFP or Non-Competitive Contract Request submission to Procurement (required for amount \$10,000 & up)	<input type="checkbox"/> Minority Ethnicity Form (required)

CONTRACT CERTIFICATION & APPROVALS			
I certify that I have read the attached contract/agreement and that the requesting department will comply with all of its requirements. I recognize that while the Office of Procurement and Business Services or 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.			
	<b>PRINT NAME</b>	<b>SIGNATURE</b>	
<b>Contract Agent</b>			<b>Date</b>
<b>Department Head</b>			<b>Date</b>
<b>Dean/Director</b>			<b>Date</b>
<b>Assoc./Asst. Vice President (if applicable)</b>			<b>Date</b>
<b>Vice President</b>			<b>Date</b>