



**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: _____ <div style="display: flex; justify-content: space-between;">SignatureDate</div>	Provost/Exec. Vice President _____ <div style="display: flex; justify-content: space-between;">SignatureDate</div>
Print Name: _____	Print name: _____

Office of the President ONLY Pre-approval form: ☐ Approved ☐ Not Approved (if not approved, see attached Memo)

Signature _____	_____
President/President's designee	Date