



MOREHOUSE

# CONTRACT APPROVAL

## ROUTING FORM

### CONTRACT INFORMATION

**Contract Type:**

|                                       |                                    |   |  |
|---------------------------------------|------------------------------------|---|--|
| <input type="checkbox"/> New Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Renewal w/ Changes | <input type="checkbox"/> Renewal w/o Changes |
|---------------------------------------|------------------------------------|---|--|

|  |  |                           |  |
|--|--|---------------------------|--|
| <b>Contract Name:</b>                                      |  |                           |  |
| <b>Contract Purpose:</b>                                   |  |                           |  |
| <b>Contract Amount:</b>                                    |  |                           |  |
| <b>Term of Contract:</b><br>(ex. 1 year, 3 years, 5 years) |  |                           |  |
| <b>Termination/<br/>Renewal Clause:</b>                    |  |                           |  |
| <b>Contract Start Date:</b>                                |  | <b>Contract End Date:</b> |  |
| <b>Vendor:</b>   |  |                           |  |

| FUND | ORGANIZATION | ACCOUNT | PROGRAM |
|------|--------------|---------|---------|
|      |              |         |         |

### Department Information:

|                      |  |
|----------------------|--|
| Department Name:     |  |
| Contract Originator: |  |
| Email Address:       |  |

### Review Approval Signatures:

|                                     |       |                         |       |
|-------------------------------------|-------|-------------------------|-------|
| Requesting Department:              | Date: | Budgeting Office:       | Date: |
| Procurement & Contracts Services:   | Date: | Senior VP & Chief Admin | Date: |
| Information Technology Services:    | Date: | Facilities Management:  | Date: |
| Risk Management:                    | Date: | Senior VP & Provost:    | Date: |
| Marketing Communications:           | Date: | Title III               | Date: |
| Senior VP & Chief Financial Officer | Date: |                         |       |

Upon approval by appropriate department director, dean or vice president, the contract and routing form must be submitted to the senior vice president of Business and Finance for final approval.

|             |  |       |  |
|-------------|--|-------|--|
| Logged by:  |  | Date: |  |
| Scanned by: |  | Date: |  |