



The Contract Routing and Approval Form should be created and attached to contract and shall include all pertinent information related to the contract, as well as, approval signatures required.

**To be completed by Morehouse College representative**

The information required in this section represents the contact information for the preparer of this request.

**General Information**

The name of the supplier or payee must be included as well as the department/business unit sponsor of the proposed contract.

**Summary of Contract Terms**

The type of contract including a brief description of the agreement, the start and end dates and the **Source of Funds**.

**Explanation of Type of Contract**

New Contract	<i>A contract does not exist for this supplier for the service contemplated in the agreement.</i>
Amendment	<i>A contract does exist for this supplier for the service and an amendment to existing terms, dates, amount, delivery of the services, or other related terms must be executed.</i>
Renewal w/o changes	<i>A contract exists that identifies a renewal of the service in included the original terms of the contract. This type of renewal has no changes to the amount, scope, or other terms approved in the original contract.</i>
Renewal w/ changes	<i>A contract exists that identifies a renewal of the service in included the original terms of the contract. This type of renewal does have changes to the amount, scope, or other terms approved in the original contract.</i>

**Signature of Department Approver**

The department approver's signature affirms approval of all attachments, documents and respective contracts on behalf of the originating department/business unit as well as affirming that the goods or services to be rendered meet Morehouse College Policies including Procurement Policy and Competitive Bid Requirements.

**To be completed by Procurement and Contracts**

Procurement and Contracts will review and modify legal and business terms, as needed, and may require further approval by other areas within the college.

<b>Contracts may be routed to these areas for review:</b>	
<i>Facilities Management (Aramark)</i>	<i>that involves building infrastructure, build systems, construction, renovation, grounds, related services, or other areas where Facilities Management must approve the work being provided</i>
<i>SVP, CAO &amp; Corp. Secretary</i>	<i>that involves complex legal or business arrangements</i>
<i>Risk Management</i>	<i>of insurance coverage that does not meet college's requirements</i>
<i>Information Technology</i>	<i>that involves software, hardware, network infrastructure services, or other technology initiatives</i>
<i>Senior VP &amp; Provost</i>	<i>TBD based on inclusion of Academic Affiliation Agreements or other academic contracts for use on this routing form.</i>
<i>Senior VP &amp; CFO</i>	<i>pursuant to Signature Authority requirements and other related review needs. <b>Signature required for all contracts</b></i>
<i>Budget Office</i>	<i>That involve transactions that exceeds \$10,000 or annual payments</i>
<i>Ad Hoc Review</i>	<i>Contracts may be routed to other approval units, including the President, Board of Trustees, as determined in the contract review process.</i>