

Tennessee State University CONTRACT ROUTING AND APPROVAL FORM

(All sections must be completed.)

REQUESTING DEPARTMENT			
Department Name		Email	
Contract Agent		Tel	
CONTRACTOR INFORMATION <input type="checkbox"/> Check box if foreign entity			
Contractor Name		Email	
Contact Person		Tel	
CONTRACT DESCRIPTION/INFORMATION			
Type of Contract	<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Amendment or Renewal	
	<input type="checkbox"/> Letter of Agreement (\$500.00 or less)	<input type="checkbox"/> License or Subscription	
	<input type="checkbox"/> Facility Use Agreement	<input type="checkbox"/> MOU / MOA	
	<input type="checkbox"/> Subaward-Subrecipient Agreement	<input type="checkbox"/> Performance or Athletic Agreement	
	<input type="checkbox"/> Clinical Affiliation Agreement	<input type="checkbox"/> Other:	
Purpose of Contract (Description)			
Term of Contract	Start Date		End Date
Budget/Financial Approval	Has the contract amount been approved by the Business and Finance department as being within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no , obtain approval from Business and Finance before proceeding.
Contract Amount	\$	Account No.	Purchase Req. No.
Procurement Checklist	(1) Is the contract amount over \$10,000 ? <input type="checkbox"/> Yes <input type="checkbox"/> No	(2) If yes , a bid is required. What was the bidding process used? <input type="checkbox"/> Bid <input type="checkbox"/> Request For Proposal <input type="checkbox"/> Justification for Non-Competitive Purchase/Sole Source (form must be submitted with contract)	
	Provide Procurement with: <input type="checkbox"/> IRS W-9 Form <input type="checkbox"/> Minority Ethnicity Form <input type="checkbox"/> Proof of RFP or Justification for Non-Competitive Purchase (if over \$10,000)		
Legal Review	* TO BE FILLED OUT BY THE OFFICE OF THE GENERAL COUNSEL * Has this contract been reviewed for legal sufficiency? <input type="checkbox"/> Yes <input type="checkbox"/> No		

CONTRACT CERTIFICATION & APPROVALS			
I certify that I have read the attached contract, and that the requesting department will comply with all of its requirements. I recognize that while the Procurement Office and 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.			
I FURTHER CERTIFY THAT I HAVE OBTAINED ALL REQUIRED APPROVALS TO SUBMIT THIS CONTRACT FOR REVIEW, INCLUDING SECURING APPROPRIATE FUNDING FOR THE CONTRACT AMOUNT.			
	PRINT NAME	SIGNATURE	
Contract Agent			Date
Department Head			Date
Dean/Director			Date
Assoc./Asst. Vice President (if applicable)			Date
Vice President (required)			Date