Office of Legal Affairs – CONTRACT ROUTING AND APPROVAL FORM

Please complete this form and obtain all necessary approvals and signatures in boxes 1-2. Attach an original contract, with all exhibits, attachments and other documents incorporated by reference, to this form. This includes quotes, proposals, and approval of expenditure by EGSC Business Office, etc. Please review EGSC Contract Administration Policy
Submit this form and the documents to: purchase@ega.edu

1. GENERAL INFORMATION: EGSC Department submitting request: ________________________________

Type of Contract: Please indicate whether the contract is for: (circle and/or describe)

Purchase of goods, purchase of services, purchase of goods and services, performance contract, consulting contract, IT software, or other (describe)

________________________________________________________________________
________________________________________________________________________________________________

Will the vendor have regular interaction with students, employees, monies, sensitive or confidential data, or facilities?
Yes _____ No _____ If yes, explain:
________________________________________________________________________
___________________________________________________________________________________

Name of Contracting Party:
_______________________________________________________________________________

Contract Period (insert begin and end dates) _____________________________________________

EGSC Contact person (Name) ___________________________________ (Title)_________________

Phone: __________________________ E-mail: ______________________________________

Is this the first time this contract is being submitted to Legal Affairs for review? ___ yes ___ no

If no: indicate date of prior submittal and reason resubmitted:
_____________________________________________

Is this a modification, extension, or termination of an existing contract? Yes / No / If yes, attach copy of current contract

Vendor Contact information: Name: __________________ / Email and telephone:

2. CERTIFICATION BY RESPONSIBLE EAST GEORGIA STATE COLLEGE EMPLOYEE SUBMITTING CONTRACT
I HAVE READ THE ATTACHED CONTRACT IN ITS ENTIRETY. The contract accurately describes the agreement between the parties, including goods and/or services provided (for example, description of the goods, delivery terms, statement of work) and obligations imposed (for example, manner of payment, confidentiality provisions). I believe that the contract is in East Georgia State College’s best interests, the activity is consistent with the mission of the college and that East Georgia State College can perform its obligations under the contract. I accept responsibility for routing this contract and for managing it if it is executed.

_____ Requesting contract cancellation. State reason: ___________________________________________________

_________________________________ __________________________ __________________________
Signature                              Date                  Printed Name
EGSC employee submitting request

Approval by Dean, Vice President or Cabinet Level Supervisor: This request is approved. If a contract requested, it is appropriate and necessary to the Department’s/ School’s mission and priorities and such entity can furnish the services, materials or other funds as designated in the contract. If contract termination or non-renewal requested, I agree with the above stated reason for termination.

_________________________________ __________________________ __________________________
Signature                              Date                  Printed Name

Obtain the above signatures prior to sending to Purchasing.

3. ROUTINGS AND APPROVALS

Review by other East Georgia State College Departments (if appropriate): I have reviewed the attached contract or request and (check one):

Review by Chief Business Officer: ______ have no objections ______ object /see concerns below

Review by Vice President for Information Technology (for all contracts impacting technology)
________ have no objections ________________ object/ see concerns below

Purchasing will obtain these approvals.

4. REVIEW BY OFFICE OF LEGAL AFFAIRS

Received by OLA: ________ CBC Required? Yes _____ No _________ Accepted: ________ Review completed:

________

Questions/concerns/revisions requested: ________ (date) sent to: __________________________

Final contract reviewed: _______________ Sent for vendor signature to/date: __________________________

Received vendor signature: _______________ Sent for EGSC signature / date: __________________________

Received original EGSC signed contract: __________________________

Sent to President’s File: __________________________

Sent to originating department: __________________________

Terminations: Termination letter sent to vendor by: ______ OLA on ______ (date) OR Bus Off on ______ (date)

Acknowledgement of receipt of letter to EGSC on ________ (date) ______ initials