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 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.

____________________________ ___________ __________________________________
Signature     Date  Printed Name
EGSC employee submitting contract

Approval by Dean, Vice President or Cabinet Level Supervisor: This contract is approved. 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.

__________________________  ______________  ______________________________________
Signature    Date  Printed Name

3. ROUTINGS AND APPROVALS

Review by other East Georgia State College Departments (if appropriate): I have reviewed the attached contract 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

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 E

Received original EGSC signed contract:________________

Sent to President’s File: ______________________

Sent to originating department: ______________________