



## EAST GEORGIA STATE COLLEGE

Adopted by President's Cabinet 2/28/17

**Please allow a minimum of 14 days for the process to complete**

### Office of Legal Affairs – CONTRACT ROUTING AND APPROVAL FORM

Please complete this form and obtain all necessary approvals and signatures in boxes 1-3. 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 <http://www.ega.edu/policy/07-contract-administration-policy.pdf> Submit this form and the documents to: [purchase@ega.edu](mailto: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 ) \_\_\_\_\_

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 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. The EGSC Business Office approved this purchase (See attached).

\_\_\_\_\_  
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** (required for all contracts impacting technology)  
\_\_\_\_\_ have no objections \_\_\_\_\_ object/ see concerns below

**4. REVIEW BY OFFICE OF LEGAL AFFAIRS**

Received by OLA: \_\_\_\_\_ 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: \_\_\_\_\_

Received original contract/ all signatures : \_\_\_\_\_

Sent to President's File: \_\_\_\_\_

Sent to originating department: \_\_\_\_\_