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

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: ____________________

*For an up-to-date copy, go to the policies and procedures page on the EGSC website.*