

CONTRACT ROUTING SHEET

Before routing, all contracts must be reviewed by the supervisor, and this routing sheet must be signed by the appropriate Vice President.

This routing sheet should be used for any contract that is:

- *New to the College or not previously reviewed*
- *Being renewed with changes*
- *A College standard form or template not previously approved or with changes*

Name of Contract:

Contact Person:

Phone:

Mail Stop:

Date Submitted for Review:

Date electronic copy sent to Risk Management:

(Word format preferred over .pdf)

| <i>Required Action</i> | <i>Date Accomplished</i> | <i>Signature</i> |
|-----------------------------------|--------------------------|------------------|
| Initial approval to review by VP | | |
| Purchasing review, if procurement | | |
| Legal counsel review | | |
| Risk management review | | |

Once these reviews have been conducted and the recommended changes made, forward the contract and routing sheet to the Vice President for final approval and signature. In some cases, the signature of the President or the Business Services Vice President may also be needed.

Final approval by Vice President

Please send a copy of the routing sheet and executed contract to the Office of Risk Management for inclusion in the master contract file.

Comments or additional information about contract for reviewers: