Risk Management

PO Box 30808 | RISK

Salt Lake City, UT 84130-0808

801-957-4687

# Contract Routing Sheet (CRS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Routing Number (for Legal & Risk use only): | | | | |
| Before routing, all contract documents and this CRS must be emailed to the appropriate Executive Cabinet Member (ECM). Prior to submission, please review the [Contract Routing Checklist](https://www.slcc.edu/risk-management/docs/contractreviewchecklist.pdf). | | | | |
| ECM: | | | | |
| Originator: | | | | |
| CC Correspondence to: | | | | |
| Buyer (if applicable): | | | | |
| Vendor: | | | | |
| Signer for Vendor | Name: | | Email: | |
| Contract Name: | | | | |
| Required Action | | Date Accomplished | | Signature *(handwritten or electronic)* |
| Originator submits to ECM for authorization to review | |  | | Handwritten signature not required (verified by email to ECM) |
| ECM grants approval to review by emailing CRS and contract documents to [contracts@slcc.edu](mailto:contracts@slcc.edu) to initiate review | |  | | Handwritten signature not required (verified by email to ECM) |
| Purchasing review (if procurement support is required) | |  | |  |
| Risk Management review | |  | |  |
| Legal review | |  | |  |
| VP Business Services approval (> $50,000) | |  | |  |
| President approval (> $100,000) | |  | |  |
| Originator verifies that: [ ] Changes have been made [ ] No changes recommended | |  | |  |
| Once review has been conducted and, if applicable, the recommended changes have been made, forward the contract and CRS to the appropriate ECM for final approval and signature. | | | | |
| Final approval by ECM | |  | |  |
| Comments: | | | | |
| If you have questions, please contact Sarah White at [sarah.white@slcc.edu](mailto:sarah.white@slcc.edu) or 801-957-4993 | | | | |