Office of the General Counsel & Risk Management

PO Box 30808 | GC/RISK

Salt Lake City, UT 84130-0808

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# Contract Routing Sheet (CRS)

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| --- | --- | --- |
| 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: <http://www.slcc.edu/risk-management/docs/services/contract%20review/Contract%20Review%20Checklist.docx> | | |
| ECM: | | |
| Originator: | | |
| CC Correspondence to: | | |
| Buyer: | | |
| Vendor: | | |
| 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 [lynn.miller@slcc.edu](mailto:lynn.miller@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 |  |  |
| Please send a .pdf copy of the CRS and of the executed contract to [lynn.miller@slcc.edu](mailto:lynn.miller@slcc.edu) for inclusion in the College Master Contract File. | | |
| Comments: | | |