

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: 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 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 for inclusion in the College Master Contract File.		
Comments:		