|  |  |  |
| --- | --- | --- |
| Date: | | |
| College or VP: | | |
| Requesting Department/Unit: | | |
| Summary of Contract: | | |
| For contracts involving funds in summary above specify the Amount and Payable to or Receivable from information. | **INDEX:** | **ORG:** |
| **FUND:** | **PROG:** |
| Term (beginning and end date): | | |

***Upon Approval - Please Expedite and Forward to Next Approver.***

|  |  |  |
| --- | --- | --- |
| ***Department Head or Applicable Unit Administrator***    *Signature\**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Printed Name** | Date Approved: | ***Comments:*** |
| *\*Note: By signing above, the Requesting Department/Unit administrator is attesting that they have read the document and have confirmed their unit’s willingness and ability to satisfy all obligations as stated in the documents.* | | |
| **Dean or Applicable AVP or VP**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Signature*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Printed Name** | Date Approved: |  |
| **University General Counsel**    **Lizbeth G. Ellis** | Date Approved: | Correct signatory is: |
| **ADDITIONAL UNIT APPROVAL:**    *Signature*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Printed Name** | Date Approved: | *Depending on type: PURCHASING, OFS, ICT, Auxiliary Services.* |
| **SVP for Administration & Finance**    **Andrew Burke** | Date Approved: | Required for only for agreements involving a revenue or commitment of financial resources. |
| * **Chancellor Dan E. Arvizu or** * **President John Floros or** * **Provost**     *Signature:* | Date Approved: |  |

*Please add approval blocks to this form as needed.*