|  |
| --- |
| Date:  |
| College or VP:  |
| Requesting Department/Unit:  |
| Summary of Contract:  |
| Term:  |
| Contact:  | Email: | Phone: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Index:**  | **Fund:**  | **Org:**  | **Prog:**  |
| **Index:** | **Account:** | **Percentage:**  |  |

**For contracts involving a commitment of funds:**

 **Financial Obligation**

 **Receivable:**

 **Payable:**

***Please expedite and forward to next reviewer. Recommendation Comments:***

|  |  |  |
| --- | --- | --- |
| ***Department Head or Applicable Unit Administrator****Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Printed Name:** | Recommendation:🞎 For approval🞎 Against approval🞎 No recommendation**Date:**  |  |
| *\*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:**  | Recommendation:🞎 For approval🞎 Against approval🞎 No recommendation**Date:**  |  |
| **Additional Unit Approval***Signature:* **VP/Director [name and title printed]** | Recommendation:🞎 For approval🞎 Against approval🞎 No recommendation**Date:**  | *Depending on type of contract which unit should review & approve, i.e. FS, ICT, Auxiliary Services, etc.* |
| **University General Counsel***Signature:* **Roy Collins, III**  | Recommendation:🞎 For approval🞎 Against approval🞎 No recommendation**Date:**  |  |
| **SVP for Administration & Finance** *Signature:* **Andrew J. Burke** | Recommendation:🞎 For approval🞎 Against approval🞎 No recommendation**Date:**  |  |
| * **Chancellor Dan E. Arvizu or**
* **President John Floros**

*Signature:*  | Date Approved:  |  |

Contracts involving purchase of goods or services must be routed through Purchasing Office. Other approvals may be required if document affects areas such as OFS, ICT, Auxiliary Services. Please add approval blocks to this form as needed.