



## Non-Academic Contract Review and Recommendation Form

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

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

\_\_\_\_\_ Financial Obligation

\_\_\_\_\_ Receivable:

\_\_\_\_\_ Payable:

Index:	Fund:	Org:	Prog:
Index:	Account:	Percentage:	

*Please expedite and forward to next reviewer.*

	<b>Recommendation</b>	<b>Comments:</b>
<b>Department Head or Applicable Unit Administrator</b> <i>Signature:</i> _____ _____ <b>Printed Name:</b>	Recommendation: <input type="checkbox"/> For approval <input type="checkbox"/> Against approval <input type="checkbox"/> No recommendation  <b>Date:</b> _____	
<i>*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.</i>		
<b>Dean or Applicable AVP or VP</b> <i>Signature:</i> _____ <b>Printed Name:</b>	Recommendation: <input type="checkbox"/> For approval <input type="checkbox"/> Against approval <input type="checkbox"/> No recommendation  <b>Date:</b> _____	
<b>Additional Unit Approval</b> <i>Signature:</i> _____ <b>VP/Director [name and title printed]</b>	Recommendation: <input type="checkbox"/> For approval <input type="checkbox"/> Against approval <input type="checkbox"/> No recommendation  <b>Date:</b> _____	<i>Depending on type of contract which unit should review &amp; approve, i.e. FS, ICT, Auxiliary Services, etc.</i>
<b>University General Counsel</b> <i>Signature:</i> _____ <b>Roy Collins, III</b>	Recommendation: <input type="checkbox"/> For approval <input type="checkbox"/> Against approval <input type="checkbox"/> No recommendation  <b>Date:</b> _____	
<b>SVP for Administration &amp; Finance</b> <i>Signature:</i> _____ <b>Andrew J. Burke</b>	Recommendation: <input type="checkbox"/> For approval <input type="checkbox"/> Against approval <input type="checkbox"/> No recommendation  <b>Date:</b> _____	
<input type="checkbox"/> <b>Chancellor Dan E. Arvizu</b> or <input type="checkbox"/> <b>President John Floros</b> <i>Signature:</i> _____	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.