|  |  |  |  |
| --- | --- | --- | --- |
| Appended To: | Policy Owner | Policy Contact | Date Revised: |
| Contract Signatory Authority Policy for the Procurement of Goods and Services | General Counsel and Secretary of the Corporation | Controller | May 5, 2020 |
|  |  |  | Effective Date: |
|  |  |  | August 26, 2020 |

*This form standardizes the contract process and is to be used as the cover sheet to ensure the complete review by appropriate departments for contracts with a value\* greater than $150,000. \* See Appendix A*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | | | | | |
| Contract Purpose: | |  | | | | | | | |
|  | |  | | |  |  | | | |
| Requesting Department: | |  | | | Date Initiated: |  | | | |
|  | |  | |  |  |  | |  | |
| Contact Name: | |  | | Phone Number: |  | Email: | |  | |
|  | |  | | | | | | | |
|  | |  | | | | | | | |
| Vendor Name: | |  | | | | | | | |
|  | |  | |  |  |  | |  | |
| Contact Name: | |  | | Phone Number: |  | Email: | |  | |
|  | |  | |  |  |  | |  | |
| Financial Obligation\*: | |  | | Start Date: |  | End Date: | |  | |
| Has the University contracted with this vendor in the past or is this a renewal or extension of a previously approved contact? \*\* | | | | | | * YES | | * NO | |
| \*\*If YES, attach a copy of the relevant agreement | | | | | | | | | |
|  | | | | | | | | | |
| Administrative Review | | | Approved by: (N/A if not applicable) | | | | Date | |
|  | Procurement: | |  | | | |  | |
|  | Risk Management: | |  | | | |  | |
|  | Information Technology: | |  | | | |  | |
|  | Information Security Officer | |  | | | |  | |
|  | General Counsel: | |  | | | |  | |
|  | Other: | |  | | | |  | |
|  |  | |  | | | |  | |

Authorized Signer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_