

Contract Approval Cover Sheet (Over \$150K) <i>(Internal Only)</i>			
Contract Purpose:			
High Level Summary of Contract:			
Total Spend:			
Department Requesting:		Date Initiated:	
Contact Name:			
Vendor Name:		Phone Number:	
Vendor Contact Name:		Email:	
Has the University contracted with this vendor in the past or is this a renewal or extension of a previously approved contract?			Yes
			No

Administrative Review			Approved by:	Date Approved
Yes	No	N/A		
			General Counsel	
			Procurement	
			Information Security Officer	
			Information Technology	
			Risk Management	
			Budget Office Approval	
			Other	

Workday Cost Center Approvers	Approved by:	Date Approved
Cost Center Manager Approves All		
Cost Center Manager 2 Approves \$25K+		
Cost Center Manager 3 Approves \$75K+		
Cost Center Manager 4 Approves \$150K+		

This form is required and must accompany all contracts over \$150K to advance to the execution stage.