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**Tuskegee University**

**CONTRACT ROUTING AND APPROVAL SHEET**

(This sheet must be completed and accompany each contract submitted to the President for approval.)

Contract Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Account No.: \_\_\_\_\_ P.R. No. \_\_\_\_\_ End Date: \_\_\_\_\_

Contract Initiator: \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contract automatically renews:  yes  no If yes, negotiate removal of the automatic renewal before the agreement is submitted for approval.

Type of contract:

Tuskegee Standard Contract  
 Vendor-Generated Contract

Amendment/Renewal of an Existing Contract  
(A copy of the original signed contract must be attached to complete the review and approval process.)

Release Date for Approvals below: \_\_\_\_\_ Amount of Contract: \$ \_\_\_\_\_

**REVIEWED AND RECOMMEND APPROVAL**

(Except for the President's signature, the Contract Initiator must obtain all required signatures)

\_\_\_\_\_  
Contract Originator Title Date

\_\_\_\_\_  
Unit or Division head Division or Unit Name Date

\_\_\_\_\_  
Vice President Division Date

- Academic Affairs  Business and Finance  Research & Sponsored Programs  
 Student Affairs  Technology & Administrative Svcs.  Marketing, Alumni Relations & Development  
 Office of the President

Purpose of Contract: \_\_\_\_\_