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:** _____

Contractor 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.)
*See Statement below.

_____	_____	_____
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: _____

*The legal review of contracts by the Office of the General Counsel determines only the legal validity of a contract as opposed to whether the contract is appropriate and advisable from a business and/or administrative perspective. As such, the authorizing Unit/Division Head and/or Vice President warrants and accepts full responsibility for the obligations contained in the submitted contract as is represented by their signature above.