Contract Routing Form		
(To be Completed before Submission to Office of General Counsel)		
General		
Contract Title		
Name of Contracting Party		
Pre OGC Approvals		
Originating Unit or Division	Name	
Unit or Division Head Approval	Name	
	Email	
	Phone	
	Approval Signature	
	Approval Date	
Contract Originator		
Has the Contract Originator read the contract and become familiar with its terms? (Circle One)		Yes/No
If the contract is pursuant to, or references that it is governed by statutes, regulations or policies not contained in the contract, the Contract Originator has reviewed those statutes, regulations and policies and is familiar with their terms.		Yes/No
If the contract involves performance on behalf of the University, has the Contract Originator identified the mechanism by which the University's performance will be executed? (Circle One) If yes, explain in the contract purpose/description, below.		Yes/No
	Name	
	Email	
	Phone	
	Signature	
	Date	
Basic Features		
Start Date		
End Date		
Amount to be paid by TU		
Funding Source (account)		
Confirmation of Available Funds	Name	
	Email	
	Phone	
	Signature	
	Date	
Contract Type (select all that apply)		
Bill of sale, invoice resulting from and consistent with the terms of a previously approved contract		Yes/No
Routine purchase order for the purchase of non-specialty goods valued at less than $15,000 from a previously-approved vendor, where little decision-making is involved, where the terms are not		Yes/No

complex, and where the Business Office has not requested legal review	
Renewal of previously approved contract (attached) where there is no deviation from the terms and conditions of the previously-approved contract	Yes/No
Pre-approved and unmodified standard contract using template approved after July 1, 2021	Yes/No
Other (explain in contract purpose/description, below)	Yes/No
Contract purpose/description	