



Contract Routing Form

CONTRACT # _____

To be assigned by Purchasing Department

Instructions: Purchasing contracts, regardless of value, are to be routed through the Purchasing office for review and processing. This form standardizes the process and is to be used as the cover sheet to ensure complete review by appropriate campus offices.

Please note that:

- All Contracts will need to be routed as outlined in Policy # 109 – Contracts and Authority to Sign.
- Budget Office will review all contracts, regardless of dollar value, to ensure available funding.
- Depending on the nature of the contract, the Purchasing, Contract, and Auxiliary Services Officer may request a review from other appropriate departments.

Submit this form to contractinbox@uncsa.edu for routing.

Initiating Department:

(Please Print Clearly)

FUND / ACCOUNT _____ / _____

Date Prepared: _____ Date Required: _____

Department: _____

Contact Name: _____ Telephone #: _____

Contract Status : New Renewal Amended Value: _____

Description of item / service / University commitment:

TO BE COMPLETED BY PURCHASING DEPARTMENT

MANDATORY ROUTING:

COMMENTS:

(To be routed **IN ORDER** to all checked boxes below)

<input type="checkbox"/> _____ Purchasing, Contract, and Auxiliary Services Officer	_____ Date	_____
<input type="checkbox"/> _____ Budget Officer	_____ Date	_____
<input type="checkbox"/> _____ Chief Technology Officer (IT related contracts)	_____ Date	_____
<input type="checkbox"/> _____ General Counsel (Contracts over \$100,000)	_____ Date	_____
<input type="checkbox"/> _____ VC Finance and Admin. (Contracts over \$10,000)	_____ Date	_____
<input type="checkbox"/> _____ Provost (Contracts over \$10,000)	_____ Date	_____
<input type="checkbox"/> _____ Chancellor (Contracts over \$50,000)	_____ Date	_____

UPON FINAL REVIEW AND EXECUTION, THE COMPLETED CONTRACT WILL BE FORWARDED TO THE CONTACT LISTED ON THE ROUTING FORM FOR COPY, DISSEMINATION, AND COUNTER SIGNATURES IF REQUIRED.