

# Valdosta State University Monetary Contract Approval Routing Form

*This form is required when the purchase includes Supplier Terms & Conditions.*

*Allow a minimum of 30 days for review of terms and conditions as well as all vendor negotiations.*

*Refer to the Purchasing Process Flow for more details.*

**Instructions:** Send proposed contract and this completed and signed form by email to [contracts@valdosta.edu](mailto:contracts@valdosta.edu).

**PART 1: BASIC CONTRACT INFORMATION.**

A. Contract Name/Title:		F. Supplier Legal Name	
B. Contract Price:		G. Supplier Contact Name	
C. Contract Start Date:		H. Supplier Contact Email	
D. Contract End Date:		I. Supplier Contact Phone	
E. Subject Matter:	Goods	Services	Software/IT Combination

**PART 2: DEPARTMENT INFORMATION.**

A. End User Department	
B. Budget Manager Name	
C. Primary Contact Name	
D. Primary Contact Email	
E. Primary Contact Phone	
F. Budget Chart String	

**PART 3: PROJECT QUESTIONS.**

	Y/N
1. Is the project's initial term fully funded?	
2. Does the Scope of Work fully detail the anticipated project?	
3. Are all project documents attached? (SOW, Quote, etc.)	
4. Is this vendor processing credit card data on behalf of VSU?	
5. Will vendor regularly interact with students, employees, monies, sensitive/ confidential data or facilities? (i.e. HVAC repair crew with extended access to building for more than 5 business days)	

**PART 4: SIGNATURES.**

**CERTIFICATION:** By signing below, I am attesting that this contract/agreement is appropriate and necessary to the department's mission and priorities and that the department can furnish the services, materials, and funds designated in the contract/agreement and the appropriate **Vice President and/or Cabinet Level Officer has authorized this project** to move forward.

<u>Approvals</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
1. <b>Primary Contact</b>	_____	_____	_____
2. <b>Budget Manager</b> (If different from Primary Contact)	_____	_____	_____
3. <b>OSPRA Director</b> (Required for grants and sponsored programs.)	_____	_____	_____
<b>*** FOR PROCUREMENT INTERNAL USE ONLY ***</b>			<b>Date Release to Dept.:</b>
4. <b>Procurement</b>	_____	_____	_____
5. <b>Information Technology</b>	_____	_____	_____
6. <b>Legal Affairs</b>	_____	_____	_____