

# Valdosta State University-Office of Legal Affairs

## Contract Routing Form

### Proposed Contract and Proposed Agreement Approval\*

Instructions: Send proposed contract and this completed and signed form by email to the Office of Legal Affairs at [legal@valdosta.edu](mailto:legal@valdosta.edu).

Date: 7/26/18

Contract/Agreement with: Hamilton Co. FL

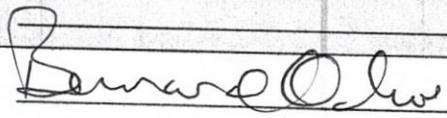
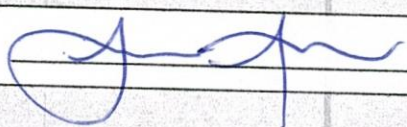
Contract Term: 5 years Amount: —

University Contact: Benee Whitmer Department: COETS

Contract Title: Partnership Agreement + Addendum

All contracts and agreements involving Valdosta State University as a provider or receiver of services or products must be approved (as indicated by signature on this form) by the following University representatives in the order listed below. Contracts and agreements without the appropriate signature(s) will not be considered valid, and shall not be honored by the University.

**CERTIFICATION:** By signing below, the **Department Head/Director/ Dean and Vice President** certify 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.

<u>Approvals</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Dept. Head/Director			
Dean	<u>Bernard Oliver</u>		<u>7/26/18</u>
OSPRA Director <small>(Required for grants and sponsored programs)</small>			
Procurement <small>(Required for the purchase of goods or services)</small>			
Information Technology <small>(Required for contracts relating to software)</small>			
Vice President <small>(Relevant VP based on department and/or subject matter.)</small>			
<u>OR</u>			
For Academic Matters Associate Provost <small>(In Consultation with Provost)</small>			
Legal Affairs	<u>Justin Arlington</u>		<u>7/31/18</u>
Designated Signatory			
President <small>(Required if signature authority has not been delegated)*</small>			

\*Employees must review and comply with Valdosta State University's Delegation of Contract Signing Authority. Allow a minimum of 20 calendar days for review by the Office of Legal Affairs.

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