

ATU Contract Approval Cover Sheet
Office of University Counsel, Ross Pendergraft Library Room 304
This cover sheet is for internal use only

If your contract will include monetary involvement, please indicate the Index Code in which you plan to use.

Requestor Name: _____ **Date Submitted:** _____
Department: _____
Vendor Name: _____ **Vender Email:** _____
Contract/MOU Start Date: _____ **Contract/MOU End Date:** _____
Is this contract/MOU a renewal? _____

Briefly explain the purpose of the contract/agreement:

-If your contract/MOU does not include monetary movement, please input N/A for contract amount.

Contract Amount: _____ **Requisition #** _____
Or Agency or Foundation _____ **INTENDED INDEX CODE** _____

General Information

-Any purchase over \$20,000 will require a bid.

-Please send all contracts to contracts@atu.edu. Contracts will be reviewed by the Contract Liaison and sent to the appropriate supervisor, Department Head, Dean, and EC Member for cover sheet signatures. **Cover sheet signatures simply show that the department, as a whole, agrees upon the implications of the contract, ensures budget sustainability (if applicable), and ensures alignment with the organization's goals and capabilities.**

-Contracts and signed cover sheets will then be reviewed by Legal Counsel. Review will include verifying legal compliance with applicable laws and regulations, and identifying any legal risks or issues. If amendments are required, negotiations will begin between the Contract Liaison and the contract vendor.

-Contracts with monetary obligations will be sent to Procurement for review and negotiations.

-If an agreement is made between all parties, the Contract Liaison will secure the appropriate signature for the non-monetary MOU/contract. A signed copy of the contract will be distributed to the Vendor, EC Member, Supervisor/Department Head/Dean, and the requestor.

-For monetary contracts, purchasing will secure the appropriate signature and will then distribute a copy of the signed contract to the Vendor, EC Member, Supervisor/Department Head/Dean, and the requestor.

-Copies of signed non-monetary contracts, MOU's, etc. will be maintained with Legal Counsel.

Contract Approved by:

Supervisor Signature: _____ **Date:** _____

V.P., AD, Chancellor Signature: _____ **Date:** _____

Dept. Head (if applicable) Signature: _____ **Date:** _____

Dean (if applicable) Signature: _____ **Date:** _____