**Contract Approval Form**

This form is to be utilized for procurement of services or goods that require use of a contract/agreement and to ensure that appropriate approvals are obtained prior to commitment of University funds to a vendor.

Requesting Department:

Procurement of:

Contract Type:

Contract Amount: Contract Start: End:

**Contract Signatory Authority Table:**

|  |  |  |
| --- | --- | --- |
| **Signatory Level** | **Min Amount** | **Max Amount** |
|  | **( From )** | **( not to exceed )** |
| **President** | $250,000 | Not Applicable |
| **Cabinet Members** | 50,000 | 250,000 |
| **Executive Council and Senior Administrators** | $25,000 | $50,000 |
| **Administrators** | $0 | $25,000 |

Note: For contracts over $250,000, all designated approvals are required before contract will be signed by the President.

**Department Approval**

Departmental Rep Responsible for Contract Oversight Signature Date

(Type or Print Legibly)

Departmental Director or VP Reporting to President Signature Date

(Type or Print Legibly)

**Legal Affairs Approval (Required)**

Gloria Hage Date

**Purchasing Approval (Required)**

Dean G. Backos Date

**Business and Finance Approval (if applicable)**

John Lumm Date