### Contract Approval Cover Sheet

**Contract #**

**Vendor Name & Banner ID:**
- Please provide W9, if using a new Vendor

**Department:**

**FOAPAL:**
- Fund, Org, Account, Program

**Term:**
- Start Date / Length of Contract

**Procurement Method:** (i.e., BOT Resolution & #, Bid, Exception, N/A)

**Did you follow correct policies and procedures to engage in this contract? If so, how; 3 quotes, exception, bid, etc.?**

**IRT Approval Obtained:**
- Yes
- No
- N/A

**E-Commerce Solution:**
- Yes
- No
- N/A

**Value:**
- Total cost associated w/ contract

**Risk Manager/Facilities Management notified to obtain insurance certificate:**
- Yes
- No
- N/A

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**Office/Department Head**

Has the vendor provided Certificate of Insurance? Has Risk Management reviewed?

I have reviewed the specifications of the attached contract/agreement as they pertain to our respective college and provide the following recommendation:

- ☐ Approved
- ☐ Disapproved
- ☐ Approved w/ Changes
- ☐ N/A

**Suggested Changes:**

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**Provost/Dean/Vice President**

I have reviewed the specifications of the attached contract/agreement as they pertain to our respective college and provide the following recommendation:

- ☐ Approved
- ☐ Disapproved
- ☐ Approved w/ Changes
- ☐ N/A

**Suggested Changes:**

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**Legal**

I have reviewed the specifications of the attached contract/agreement as they pertain to our respective college and provide the following recommendation:

- ☐ Approved
- ☐ Disapproved
- ☐ Approved w/ Changes
- ☐ N/A

**Suggested Changes:**

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**Christine Brasteter, Senior Director Contracting & Procurement**

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**POC for Return**

**Point of Contact**