



## APPROVAL ROUTING FORM FOR CONTRACTS/AGREEMENTS

CABINET/DIRECTOR	TODAY'S DATE	POINT OF CONTACT
<p style="color: red;">Has Dean approved? <input type="checkbox"/> Yes <input type="checkbox"/> No If Dean has not approved, stop, and obtain approval before routing.</p>		<p>Name: Email: Phone#:</p>

<p><b>CONTRACT/AGREEMENT PURPOSE:</b></p>
<p><b>VENDOR/COMPANY AND CONTACT PERSON:</b> A#: Vendor Name: Contact person: Email: Phone#:</p>
<p><b>CONTRACT/AGREEMENT TERM/PERIOD:</b></p> <p style="text-align: center;">Beginning Date: <span style="margin-left: 200px;">Ending Date:</span></p>
<p><b>CONTRACT/AGREEMENT COST:</b></p>

The section below is for LEGAL AFFAIRS USE ONLY.

DATE EMAILED to ACCS Legal Affairs	DATE RETURNED from ACCS Legal Affairs	ACTION TAKEN <i>(Please do not write in this section. For legal use only)</i>