



Contract & Memorandum of Understanding (MOU) Routing Form

To: Vice President, Administrative Services

Date: _____

From: _____

Name of Requesting Party

Department

Location

Telephone

Email

Request is made for the following: Check all applicable boxes and complete, in FULL, Parts 1,2,3,4.

- | | |
|---|--|
| <input type="checkbox"/> Contract review & signature | <input type="checkbox"/> Amendment |
| <input type="checkbox"/> Drafting of contract in its entirety | <input type="checkbox"/> Renewal of Term |

Part 1 TYPE OF DOCUMENT: Attached are the following materials: (check all applicable boxes)

- | | |
|---|---|
| <input type="checkbox"/> Standard form contract offered by vendor | <input type="checkbox"/> Copy of Contract needing to be renewed |
| <input type="checkbox"/> Contract proposed by requesting party | |

Part 2 PRIORITY: The following are anticipated time constraints, which apply to this request.

- PRIORITY – To be accomplished no later than provided anticipation completion date
- No Priority
- Required Date/Deadline:

Part 3 DESCRIPTION/PURPOSE OF DOCUMENT: Brief Description/Purpose

Part 4 FUNDING SOURCE: _____

Signatures Required:

Department Supervisor/Dean

Division Vice President

Administrative Services Use Only	
Date Received	
Contract Office Review	
VPAS Approval Signature	
Returned to Department	
Contract#	

Note: Once form is completed and signed, attach to required contract/agreement/documentation and send to Vice President, Administrative Services Office.