

VICE CHANCELLOR FOR LEGAL AND EXECUTIVE AFFAIRS

Contract Approval Cover Sheet

(Forward this cover sheet with the contract requiring the Vice Chancellor's signature to 361 Bascom Hall)

Date of Initiation: _____

1. Initiating department: _____

2. Initiator: _____ **Title:** _____

Telephone #: _____ **Phone:** _____

3. Description of contract:

A. Contractor/other party: _____

B. Purpose of contract: _____

C. If any terms have been altered or any interlineations made, indicate on which pages these occur:

D. Check, as applicable:

- New contract
- Modification of existing contract* (i.e., amendment, extension of time)
- Renewal of existing contract

*If this is a modification or renewal, identify by page or paragraph which terms and conditions of the existing contract have been changed in section C above.

- Hold harmless provision (If so, in favor of which party? _____)
- Insurance (If certificate to be provided, has it been sent to Risk Management?)
 - Yes No Not Applicable

E. Financial terms: _____

F. Period of performance/term of agreement: _____

G. Contract drafted by: _____

4. Reviews:

A. Administrative Legal Services Yes No

If yes, by whom? _____

B. Purchasing/Business Services Yes No

If yes, by whom? _____

Unrelated Business Income (UBI) consideration Yes No

C. Trademark Licensing Yes No

If yes, by whom? _____

5. Originals:

A. Number of originals submitted for signature: _____ (a minimum of two (2) originals already signed by the contractor/other party is preferred).

B. Send signed original(s) to (specify address): _____

6. Approvals:

The parties signing this Contract Approval Cover Sheet attest that they do not have a connection to or a financial interest in the contractor/other party with which the contract described herein is being made.

	SIGNATURE	DATE	EXCEPTIONS/COMMENTS
Individual Responsible for Agreement ¹	_____	_____	_____
Department or Unit Head/Dean or Division Head ²	_____	_____	_____

Implications of Signature:

¹Individual Responsible for Contract: Approval indicates agreement with the terms of the contract, its conditions, and the intent to carry out the terms of the contract as they apply to the university.

²Department or Unit Head/Dean or Division Head: Approval indicates that the individual responsible for the contract will be available to do any required work and that the content meets with the department's goals and objectives. Approval indicates the contract terms are acceptable and will be followed.

For Vice Chancellor for Legal and Executive Affairs Use Only:

Contract reported to Board of Regents? Yes Date _____

Advance approval of Regents required? Yes No If yes, secured when? _____