



Columbus State University

Contract Approval and Routing Form

GENERAL INFORMATION

Department Requesting Contract Authorization	Department Contact	CSU Telephone Number	CSU Email
Contract is With (Name of Contractor)	Contact Person for Contractor / Telephone / Email	Is this a New Contract / Renewal?	
Contract Term (Start/End Dates)	Contract Being Funded By? (University / Foundation / Neither)	Total Dollar Amount	
Yes	No	Yes	No
Does Contract Require Disclosure of Student or Health Information? (Y/N)		Does Contract Involve Use of UIT Services? (Y/N)	

CERTIFICATION

By signing below, I certify that the goods and services being procured under this contract are appropriate and necessary to the department's mission and priorities and that the department has sufficient funds to cover purchase of the identified goods or services.

Name of Department, Division Head or Director	Signature	Date
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REVIEW AND APPROVAL / SIGNATURES

All proposed contracts involving in which Columbus State University is a party must be reviewed and approved (as indicated by the signatures on this form) to be binding upon the University. Contracts executed in violation of the Contract Approval Policy and without the required signatures will not be considered valid and shall not be honored by Columbus State University. **Please obtain all applicable "Review and Approval" signatures under this section prior to submission to Office of General Counsel for final review.**

	SIGNATURE	DATE
☐ Dean (for contracts originating within a College)	_____	_____
☐ Director, Sponsored Programs (for grants and sponsored programs)	_____	_____
☐ Information Technology (for software contracts or use of IT services)	_____	_____
☐ Executive Director, Foundation (when a CSU Foundation is a party to the contract)	_____	_____
☐ Purchasing Department (for contracts involving the purchase of goods and services)	_____	_____
☐ Risk Manager (for contracts involving insurance and other designated risks)	_____	_____
☐ _____ (if necessary, additional reviewer at discretion of OGC)	_____	_____

REQUIRED SIGNATURES

General Counsel	_____	_____
Vice President for Business and Finance	_____	_____
Provost and Executive Vice President	_____	_____
President (Required if signature authority has not been delegated)	_____	_____

The Office of General Counsel is ready to assist you with any questions you may have about this form or university policies. Please direct your questions to Craig Burgess at (706) 507-8234 or burgess_craig@columbusstate.edu. Please allow a minimum of seven (7) calendar days for review.

INFORMATION FOR COMPLETING
CONTRACT ROUTING AND APPROVAL FORM

Section 1: General Information

Purpose: The purpose of the general information section is to provide all required reviewers of the proposed contract with the basic and fundamental information necessary to begin his or her contract review. The information included in this section will be necessary and relevant at some point during the contract review process for at least one of the reviewers, and therefore, it is essential that all of the information requested be provided to expedite the review process. Failure to include such information could delay the review.

Department Information: Identify the department requesting contract approval and the individual within the department who has initiated the contract review process. This person is typically the individual who interacted with the contracting party.

Contracting Party Information: Basic information about the party with whom CSU will enter into the proposed contract is essential and relevant on a number of levels—from a procurement/purchasing standpoint and particularly to the Office of General Counsel (OGC) in case follow-up discussions need to take place with the contracting party regarding the terms of the contract.

Contact Terms: The basic terms of the contract such as starting and ending dates, amount, how the contract is being funded from the University's perspective, and whether the contract is an existing one or newly proposed are relevant on multiple financial and legal process standards.

Disclosure of Student or Health Information: Contracts which require the disclosure of student or health information implicate numerous federal and state laws regarding confidentiality and privacy and must be strictly adhered to by the University.

Section 2: Requesting Department Certification

Certification of Contract: The use of state and other funds by CSU is governed by numerous regulations, policies and directives promulgated by the State of Georgia, the Board of Regents of the University System of Georgia and CSU. The purpose of the certification statement is to ensure that the individual signing the certification has made a meaningful determination that the proposed contract is consistent with the fundamental requirements that the good and services being purchased are necessary to the department and that sufficient funds to pay for them exist.

Section 3: Review and Approval / Signatures

Individualized Review by Certain Departments: The purpose of this section is to ensure the review of proposed contracts by departments with special expertise on certain subject matters. The contract review process is not just about ensuring the agreement complies with Georgia law or there is money to pay the contractor; it is also about ensuring that proposed contracts are fully consistent with all of the University's processes and procedures, regardless of which department initiates a contract for execution. ***It is the responsibility of the Requesting Department and Department Contact to obtain all the required signatures under this section before forwarding the contract and routing form to the OGC for the final review stage.***

Section 4: Required Signatures

The final stage of the contract review process is review by the OGC, the Vice-President for Business and Finance and, if necessary, the President. OGC review is to ensure that all the steps of the review process have been followed and that the contract is fully compliant with Georgia law and well as BOR and CSU policies.