



Please submit your contract to: Cristene Boob, Risk Management Office  
227 W. Beaver Avenue - 103 Rider Building ♦ State College, PA 16801  
Phone: 814-865-0512 Fax: 814-865-4029

If payment will be made using a Purchase Order, please do not proceed. You will need to contact Purchasing Services.

Date Submitted: \_\_\_\_\_

Contract Performance Date(s) \_\_\_\_\_

Company Name: \_\_\_\_\_

Certificate of Insurance is requested ☐

If checked, please provide mailing address:

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Brief description about contract: \_\_\_\_\_

Special Notes: \_\_\_\_\_

If an event, is it University Sponsored? ☐ Yes ☐ No Will an employee be present and in charge? ☐ Yes ☐ No ☐ N/A

Department Obligations	Department Information
<p><b>Mark each box to signify that your Department acknowledges the following:</b></p> <p><input type="checkbox"/> Department has read the contract and agree to the terms including the financial obligations.</p> <p><input type="checkbox"/> If not already countersigned, Department is responsible to forward contract to company for countersignature. Once company has returned the fully executed contract to Department, it is Department's responsibility to verify changes were accepted. Department must keep fully executed contract on file as the official University record.</p> <p><input type="checkbox"/> Department is recommending this contract be signed on behalf of the University.</p> <p style="text-align: center;"><u>OR</u></p> <p><input type="checkbox"/> For Review Only – contract not to be signed at this time.</p>	<p>College /Admin Area / Campus _____</p> <p>Contact Person _____</p> <p>Phone Number _____</p> <p>Email Address _____</p> <p>Mailing Address _____</p>

*The section below is only for areas with special approval and routing protocols (i.e. Student Affairs, Advertising)*

Department Approval	Routing Instructions

<b>Notes From Risk Mgmt.</b>	<ul style="list-style-type: none"> <li>• Estimate 7 – 10 business days for processing.</li> <li>• Contracts are reviewed and processed by the Risk Management Office and then sent to an Assistant Treasurer for signature (per policy FN11). Contracts will NOT be signed until reviewed by Risk Management.</li> <li>• Copies are not maintained by Risk Management or Assistant Treasurer, therefore it is advised that you make a copy before submitting for review/signatures.</li> </ul>
------------------------------	--

<b>DID YOU KNOW:</b>	<ul style="list-style-type: none"> <li>♦ The party that initiates the contract should always sign last. (Example: PSU submits a contract to an XYZ Company, XYZ would sign first, PSU will sign last.)</li> <li>♦ <b>It is your responsibility to keep a final executed copy for the Official University records.</b> To determine how long contracts should be kept policy AD35 University Archives and Records Management should be reviewed at the following link: <a href="https://guru.psu.edu/policies/AD35.html">https://guru.psu.edu/policies/AD35.html</a>. The University's General Retention Schedule (formerly Appendix 18) can be found at the following link: <a href="https://guru.psu.edu/gfug/appendices/APP18.html">https://guru.psu.edu/gfug/appendices/APP18.html</a></li> </ul>
----------------------	--