

# Clayton State University

## Contract/Agreement Review Process and Routing Form

1. This routing form should be used for all contracts and/or agreements.
2. Contracting party should access the University's Operations Services website and link to "Contract Review" to obtain contract review checklist and routing form.
3. Procurement Services must be contacted for the verification of any statewide contracts already awarded for the service or product, as well as to confirm that the contract/agreement terms are in compliance with University procurement policies.
4. After reviewing contract/agreement against checklist and contacting Procurement Services, contracting party should complete routing form, attach to draft of document, and route to the office of the Vice President of Business and Operations.
5. If contract/agreement exceeds \$2,500 in value, it will be recorded that the document must be returned for VP signature and execution after review.
6. Contract/agreement will be routed to the assigned reviewer, who will provide feedback directly to University's contracting party.
7. After language is determined to be compliant, reviewer will route final draft to contracting party, who will be responsible for obtaining appropriate signature(s) and execution. If VP signature is also required, two original signed copies must be returned to reviewer to submit for final execution.

---

Contact Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Department: \_\_\_\_\_ Amount of contract: \_\_\_\_\_

---

### Contracting Parties

Dates of contract: \_\_\_\_\_ to \_\_\_\_\_

Purpose of the Contract/Agreement: \_\_\_\_\_

Procurement Services point of contact \_\_\_\_\_

Date contacted \_\_\_\_\_

\_\_\_\_\_  
\*Dean/Director/ Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Reviewer

\_\_\_\_\_  
Date

\*If the contract and/or agreement **exceeds \$2,500** it will need to be reviewed by the appropriate official prior to submitting to the Vice President of Business and Operations for final signature.