

ATU Contract Approval Cover Sheet
Office of University Counsel, Ross Pendergraft Library Room 304
contracts@atu.edu

This cover sheet is for internal use only

Requestor Name:		Date Submitted:	
Department:			
Vendor Name:		Vendor Email:	
Contract/MOU Start Date:		Contract/MOU End Date:	
Is this contract/MOU a renewal?			
Briefly explain the purpose of the contract/agreement:			
Contract Amount:		If contract/MOU does not include monetary movement, please input N/A for contract amount.	
Does contract involve monetary movement (purchase)?			
If yes, indicate index, foundation or agency to be used.			

Instructions and General Information for Contracts with Monetary Movement (Purchase)

1. ***Complete and forward this approved cover sheet with contract to contracts@atu.edu.***
2. Contract/MOU will then be reviewed by Legal Counsel and Legal Counsel will forward to Procurement for additional review.
3. Procurement will return contract to Legal Counsel for negotiation with the vendor.
4. Upon completion of negotiations, Legal Counsel will obtain signatures from vendor and appropriate ATU representative.
5. Legal Counsel will forward copy of signed contract/MOU to requestor and copy Procurement
6. ***Requestor enters a requisition for purchase.***
7. After requisition has received final approval Procurement will issue a purchase order and send signed contract and purchase order to vendor.

Instructions and General Information for Contracts without Monetary Movement (Purchase)

1. ***Complete and forward this approved cover sheet with contract to contracts@atu.edu.***
2. Contract/MOU will be reviewed by Legal Counsel.
3. Upon completion of negotiations, Legal Counsel will obtain signatures from vendor and appropriate ATU representative.
4. Legal Counsel will forward copy of signed contract/MOU to requestor and vendor. Copies of contracts/MOUs will be maintained with Legal Counsel.

Please note: Any purchase over \$20,000 may require a bid or purchase using an existing purchasing contract.

Additional lead time may be required for these purchases.

Cover sheet signatures simply show that the department, as a whole, agrees upon the implications of the contract, ensures budget sustainability (if applicable), and ensures alignment with the organization's goals and capabilities.

Contract Approved by:

Supervisor Signature: _____

VP, AD, or Chancellor Signature: _____

Dept. Head (if applicable) Signature: _____

Dean (if applicable) Signature: _____