



## **GENERAL INSTRUCTIONS FOR CONTRACT ROUTING, LEGAL REVIEW AND APPROVAL**

Please follow these **General Instructions** for the completion of the **Contract Routing, Legal Review and Approval form**, as required by the Division of General Counsel ("DGC").

1. Read and negotiate the desired agreement terms of the contract from an administrative point of view.
2. Have the Contact Person from the Requesting Department complete the Contract Routing, Legal Review and Approval Form, attached hereto as Appendix A. The person completing the form must print their name or insert N/A (when appropriate) in the "Certified Complete By" boxes. This ensures that the Contact Person has thoroughly read the contract before forwarding to the DGC. The Contact Person must sign the Contract Routing and Approval Form.
3. The Contact Person must forward the contract to the DGC via email: [contracts@jsums.edu](mailto:contracts@jsums.edu) or via hard copy, along with the completed and signed Contract Routing, Legal Review and Approval Form. **Incomplete forms will be returned to the Department.**
4. The DGC will revise the contract to ensure legal compliance. The DGC will forward the revised contract, usually with highlighted tracked changes (redlined), back to the Contact Person.
5. The Contact Person will forward the agreement to vendor for review, approval, signature or revisions.
  - a. If the vendor accepts the revised agreement and the contract does not require IHL approval, then the vendor may sign the agreement and forward it to the Contact Person. Upon receipt, the Contact Person will forward the agreement to the DGC for final review and certify approval.
  - b. If the vendor does not agree to the revised contract, the Contact Person will forward the vendor's revisions to the DGC for further negotiation of the legal terms. Once an agreement of all legal terms has been finalized, the Contact Person shall secure the vendor's signature and the DGC's official certified approval prior to securing the signature of the authorized Jackson State University representative.
6. A copy of the final contract, executed by authorized signatories of both parties should be maintained and filed in the office of the Requesting Department with a copy forwarded to the Division of General Counsel to be filed and maintained pursuant to University policy.

**NOTE: The DGC requires a minimum of three (3) weeks for legal review of all contracts which do not require IHL approval. All contracts which require IHL approval must be emailed to the DGC at least ten (10) weeks prior to the applicable IHL Board Meeting. This allows adequate time for legal review, editing and negotiation, as well as ensures the compliance with internal JSU deadlines prior to submission to IHL. Please submit contracts to the DGC in a timely manner.**