JACKSON STATE UNIVERSITY

CONTRACT ROUTING LEGAL REVIEW & APPROVAL FORM

DGC USE ONLY:		
Received:/		
DGC Approved:		
Date Approved:/		
Not Approved:		

Requesting Department:					
	Alternate Contact Person:				
SUMMARY OF CONTRAC	CT TERMS AME):				
ype of Contract (i.e. softv	vare, hotel, consultant agreemen	t, MOU, game contract, etc.):			
Description Summary and	Justification: (Please describe	the goods or services, and the	e intended purpose of the contract.)		
Dates: Start	End	Description of Renewal	Option:		
Payment(s) Due:	Term of payment	Amc	ount per Period		
Total Value of the Contra	ct:				
s a Deposit Requested or	Required: Y / N Amount	t of Deposit:			
o be paid with Grant Fun	ds: Y / N To be paid w	vith E&G Funds: Y / N	Other Funds:		
Complete to certify that o	ne or more of the following h	ave reviewed and approve	d this agreement:		
Director: Cha	ıir: Dean:	Provost: VP:	President:		
Authorized Signatory: (Ide	entify who will sign contract on be	ehalf of JSU pursuant to Unive	ersity policy.)		
CHECKLIST (Comp	lete and attach before sen	ding contract to the JSU	Division of General Counsel)		
REQUIREMENT	DESCR	IPTION	COMPLETED BY (Print Name)		
Contract Exhibits and	1) The contract and all othe	r necessary agreements a	amendments		

KEGOTKEMENI	DESCRIPTION	(Pillic Name)
Contract, Exhibits and Appendices	1) The contract and all other necessary agreements, amendments, addendum, quotes, exhibits and/or waivers referred to in the contract, including those obtained via hyperlinks are attached, and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligation under this contract.	
Contracting Party	The name of the contracting party is stated as "Jackson State University, a Mississippi Institution of Higher Learning" (contracting party not the department or school but may be included).	
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of the other party are included.	

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University (including, for satisfied with the descri	entirely. I am satisfied with its description of the example, warranties, delivery terms, acceptance ption of the University's obligations (including, that its property in the charges, insurance, and confidentiality requirements.	period, and maintenance terms). I am also for example, scope of work, payment due
Additional Comments:		
Budget Certification	You certify that your current departmental budg payment (and total value) of the goods and serthroughout the entire life of this agreement.	
Printed/Typed Names	Names of persons signing contract are printed or typed below signature line.	
Confidentiality Agreements	All non-disclosure clauses include exceptions required by law or by a court of law. If not app	
Governing Law	The contract is governed under the laws of the	State of Mississippi.
Insurance	Risk Manager will approve insurance clauses and insurance when applicable.	d require proof of
Warranties	Warranties or guarantees give satisfactory prote	ection.
Term of Contract	Start and end dates of contract are included. A included.	ny renewals are
Indemnification	JSU may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, or losses incurred by that party in connection with the contract.	
Mississippi State Agency Provisions	This contract includes language to comply with laws of the state of Mississippi including Legislature Appropriation, Force Majeure, Everify, non-discrimination, records and allows the University to pay within no less than 45 days.	
Competition/Conflicts with Existing Contracts/Compliance	This contract does not conflict with any other coobligations of the University. The requesting de the University can comply with all terms and co	epartment verifies
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform with the final negotiations/agreement of the parties.	

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