

JACKSON STATE UNIVERSITY

CONTRACT ROUTING
LEGAL REVIEW & APPROVAL FORM

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

Requesting Department: _____

Contact Person: _____ Alternate Contact Person: _____

Campus Location: _____

Telephone _____ 2nd phone (____) _____ Email: _____

SUMMARY OF CONTRACT TERMS

Contract with (VENDOR NAME): _____

Type of Contract (i.e. software, hotel, consultant agreement, MOU, game contract, etc.): _____

Description Summary and Justification: (Please describe the goods or services, and the intended purpose of the contract.)

Dates: Start _____ End _____ Description of Renewal Option: _____

Payment(s) Due: _____ Term of payment _____ Amount per Period _____

Total Value of the Contract: _____

Is a Deposit Requested or Required: Y / N Amount of Deposit: _____

To be paid with Grant Funds: Y / N To be paid with E&G Funds: Y / N Other Funds: _____

Complete to certify that one or more of the following have reviewed and approved this agreement:

Director: _____ Chair: _____ Dean: _____ Provost: _____ VP: _____ President: _____

Authorized Signatory: (Identify who will sign contract on behalf of JSU pursuant to University policy.)

CHECKLIST (Complete and attach before sending contract to the JSU Division of General Counsel)

REQUIREMENT	DESCRIPTION	COMPLETED BY (Print 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.	

