

# JACKSON STATE UNIVERSITY

## CONTRACT ROUTING LEGAL REVIEW & APPROVAL FORM

DGC USE ONLY:

DGC Received: \_\_\_/\_\_\_/\_\_\_

Assigned: \_\_\_\_\_/\_\_\_\_\_

DGC Approved: \_\_\_\_\_

Date Approved: \_\_\_/\_\_\_/\_\_\_

Date Returned: \_\_\_/\_\_\_/\_\_\_

Requesting Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Alternate Contact Person: \_\_\_\_\_

Campus Location: \_\_\_\_\_

Telephone \_\_\_\_\_ 2nd phone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### SUMMARY OF CONTRACT TERMS

Contract with (VENDOR NAME/ADDRESS/CONTACT INFORMATION):

\_\_\_\_\_  
\_\_\_\_\_

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.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Description of Renewal Option: \_\_\_\_\_

# of Payment(s) Due: \_\_\_\_\_ Term of payment \_\_\_\_\_ Amount per Period \_\_\_\_\_

Total Value of the Contract: \_\_\_\_\_

### ROUTING CHECKLIST

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

Is a **Deposit** Requested or Required: Y / N Amount of Deposit: \_\_\_\_\_

Is a **Prepayment** Requested or Required: Y / N Amount of Prepayment: \_\_\_\_\_

Approved by **Procurement**: Y / N Procurement: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

To be paid with:

**Restricted**: Y / N **E&G Funds**: Y / N **Other Funds**: \_\_\_\_\_ **FOAP**: \_\_\_\_\_

Approved by **Budget & Finance**: Y / N Authorized Funding Approver: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

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

Director: \_\_\_\_\_ Chair: \_\_\_\_\_ Dean: \_\_\_\_\_ Provost: \_\_\_\_\_ VP: \_\_\_\_\_ President: \_\_\_\_\_

Authorized Signatory: (*Print name of person who will sign contract on behalf of JSU pursuant to University policy.*):

