



The Contract Routing and Approval Form should be created and attached to contract and shall include all pertinent information related to the contract, as well as, approval signatures required.

To be completed by Ohio University representative

The information required in this section represents the contact information for the preparer of this request.

General Information

The name of the supplier or payee must be included as well as the Planning Unit sponsor of the proposed contract.

Summary of Contract Terms

The type of contract including a brief description of the agreement, the start and end dates and the Source of Funds.

Explanation of Type of Contract

<i>New Contract</i>	A contract does not exist for this supplier for the service contemplated in the agreement.
<i>Amendment</i>	A contract does exist for this supplier for the service and an amendment to existing terms, dates, amount, delivery of the services, or other related terms must be executed.
<i>Renewal w/o changes</i>	A contract exists that identifies a renewal of the service in included the original terms of the contract. This type of renewal has no changes to the amount, scope, or other terms approved in the original contract.
<i>Renewal w/changes</i>	A contract exists that identifies a renewal of the service in included the original terms of the contract. This type of renewal does have changes to the amount, scope, or other terms approved in the original contract.

Signature of Department Approver

The department approver’s signature affirms approval of all attachments, documents and respective contracts on behalf of the originating business unit as well as affirming that the services to be rendered meet University Policy including [Procurement Policy](#) and [Ohio Revised Code on Competitive Bid Requirements](#).

Signature of Dean, VP or CFAO of Planning Unit

The Dean, VP, or CFAO signature affirms approval of all attachments, documents, respective contracts and source of funds to be used on behalf of the originating business unit as well as affirming that the services to be rendered meet University Policy including [Procurement Policy](#) and [Ohio Revised Code on Competitive Bid Requirements](#).

To be completed by Procure to Pay Services (P2P)

P2P will review and modify legal and business terms, as needed, and may require further approval by other areas within the university.

Contracts may be routed to these groups for review:	
<i>Facilities Management</i>	that involves building infrastructure, building systems, construction, renovation, grounds related services, or other areas where Facilities Management must approve the work being provided
<i>Legal Affairs</i>	that involves complex legal or business arrangements, software licenses, or contracts where Procure to Pay Services has been unsuccessful in negotiating acceptable OHIO terms and conditions.
<i>Risk Management</i>	of insurance coverage that does not meet OHIO’s requirements
<i>Office of Information Technology</i>	that involves software, hardware, network infrastructure services, or other technology initiatives
<i>Engagement and Real Estate Management</i>	that involves the acquisition of land, building or space leases, or other related Real Estate real estate initiatives
<i>Executive VP and Provost</i>	TBD based on inclusion of Academic Affiliation Agreements or other academic contracts for use on this routing form.
<i>VP Finance and Administration</i>	pursuant to Signature Authority requirements and other related review needs.
<i>Ad Hoc Review</i>	Contracts may be routed to other approval units, including the President, as determined in the contract review process.