



**OHIO**  
UNIVERSITY

# Contract Approval Routing Form

**Purpose of form:** ☐ New Contract ☐ Amendment ☐ Renewal w/ changes ☐ Renewal w/o changes

## Contract Details

Contracting With (Supplier/Payee)

Total Annual Spend

Total Contract Spend with Potential Extensions

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

## Description of Contract

## Contract Type

- ☐ Academic Affiliation
 ☐ Construction
 ☐ Consulting  
☐ Goods, Services, or Maintenance Agreement
 ☐ Lease (Capital/Operating/Real estate)
 ☐ Software License  
☐ Other

## Competitive Bidding

Remember competitive bidding <http://www.ohio.edu/policy/55-007.html> if goods or services will be provided under this contract.

Has this been submitted for bid? ☐ Yes ☐ No

If NO please contact Finance Customer Care at (740) 597-6446 before proceeding.

## General Ledger Account Number

Entity	Source	Organization	Activity	Function	Object

OR

## Grants Account Number

Project	Task	Award	Object

## Departmental Approval

Printed Name of Contract Owner ▶	Sign Here	Signature of Contract Owner ▶	Date ▶
Printed Name Planning Unit CFAO ▶	Sign Here	Signature of Planning Unit CFAO ▶	Date ▶

## To be reviewed by:

Please review the attached contract terms as it pertains to your department and note any concerns in the comments section. Your signature in the "Certified By" column notes your endorsement of the contract.

Review and Approvals	Route for Review?	Comments	Certified By:
Purchasing	<input type="radio"/> Yes <input type="radio"/> No		
Legal Affairs	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Unmodified OU Template		
Design & Construction	<input type="radio"/> Yes <input type="radio"/> No		
Facilities	<input type="radio"/> Yes <input type="radio"/> No		
Office of Information Technology	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Security <input type="checkbox"/> Accessibility <input type="checkbox"/> Infrastructure		
Risk Management	<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Insurance Exception Requested		
Executive VP & Provost	<input type="radio"/> Yes <input type="radio"/> No		
VP Finance & Administration	<input type="radio"/> Yes <input type="radio"/> No		
Ad Hoc Review	<input type="radio"/> Yes <input type="radio"/> No		
Ad Hoc Review	<input type="radio"/> Yes <input type="radio"/> No		

## Contract to be signed by:

- ☐ Provost
 ☐ VPFA
 ☐ President
 ☐ Sign Page(s)