**Clayton State University**

**Contract/Agreement/MOU etc.**

**Review Process and Routing Form**

**PLEASE READ AND FOLLOW ALL STEPS**

1. **Prepare and Submit**
2. This routing form should be completed for **all** contracts, agreements, MOUs, licenses, etc. and is located at: [**http://www.clayton.edu/contract-administration**](http://www.clayton.edu/contract-administration).
3. Contract owner should start the review process **at least 30 days in advance of purchase** to allow for compliance negotiations and obtaining all necessary signatures. *Be prepared to find another vendor should negotiations fall through.*
4. **\_\_\_\_\_\_(*initial here*)** Contract owner has read the entire contract and ensures that it is in the best interest of the University and meets department needs.
5. If contract includes payment for labor or services of **more than $2,499.00**, the contract owner must obtain from contractor (and subcontractors) a signed and notarized affidavit of compliance with the federal work authorization program requirements (also known as E-Verify**),** [**http://uscis.gov**](http://uscis.gov)**. *If an affidavit is not obtained, your contract reviewer will not proceed with the contract.***
6. Contract owner should submit to Procurement Services all contract documentation for signature approval and for prescreening to determine if the product of service is available on an existing statewide contract.
7. If the contract is for the purchase of software/hardware programs and/or licenses, submit to OIT all contract documentation for signature approval and for prescreening to determine service support.
8. When contract owner has obtained all approval signatures and any applicable affidavits, the completed routing form, *along with all pertinent documents\**, should be submitted to the **Office of the Vice President of Business and Operations for review**. \***If contract is an amendment or renewal, the previous and/or original contract must be included.**

**Please Complete All Information**.

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Contract: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Parties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor affidavit obtained and attached to contract? Yes \_\_\_ *If N/A, check the reason below*:**

**Purchase of a product only \_\_\_, contract is less than $2,499 \_\_\_, or statewide contract \_\_\_**

Is this part of a Board of Regents Master Agreement? **\_\_\_\_\_\_\_ (**yes/no \*confirm with Procurement**)**

Is a background check required for this agreement? \_\_\_\_\_ (refer to contract review checklist for conditions)

Term of Contract: (*begin date*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to (*end date*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of the Contract/Agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Director/Department Head Signature

Procurement signature (**required**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**For all Hardware and Software purchases, CIO signature is required.**

CIO/Designee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Compliance Review and Finalization of Document**
2. Submitted documents are assigned by Business Operations for review. Please allow a **minimum of 7** **business days** for review. *There is no guarantee that last-minute submissions will be reviewed upon receipt, or ahead of timely submissions.*
3. Documents will be routed to the assigned reviewer, who will provide feedback on any required changes and comments directly to University’s contract owner (contact name).
4. **The reviewed documents are returned to the contract owner for negotiation, editing and finalization.**
	1. Once all changes have been made by the contract owner or the outside party (via the contract owner), the documents should be resubmitted to the assigned reviewer for final review.
	2. Contract reviewer will conduct another review to ensure final changes are made and will sign the routing form as a final review. **The documents will be returned to the contract owner to obtain all signatures.**
	3. If the reviewed contract exceeds $2500, the documents must be sent to the Vice President of Business Operations for signature (see Section III below for processing instructions). If less than $2500, the department can sign and proceed to Step III below. (*MOUs may require additional review by Vice President of Business Operations, if so determined by contract reviewer.*)

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

Initial Contract Review/Date Comments

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

Final Contract Review/Date Comments

**III. Execution-** Vice President of Business and Operation’s signature is required for all contracts/agreements exceeding $**2,500.**

1. Once all documents are finalized, submit **two original hard copies** of the contract and affidavit (if applicable) to the external contracting party for signature(s), **prior to** submitting to the Vice President of Business and Operations, if the Vice President’s signature is required.

 2. If the reviewed documents are an amendment or a renewal, **also send a copy of the original contract**.

 3. Have tabs or markers where the Vice President’s signature is required.

 4. Once signed, contract owner will be notified the documents are ready for pick up.

 5. Department or contract owner is responsible for maintaining an original in the department

 and sending the other original to the other contracting party, as well as scanning all executed

 contract **regardless of dollar amount** and emailing the documents to: contracts@clayton.edu.