

**MSU CONTRACT ROUTING SHEET**

**IMPORTANT: Contracts are to be signed by the delegated authority after the completion of this review process.**

New Contract     Renewal Contract     Change Order     Other: \_\_\_\_\_

Revenue Account Number: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Expense Account Number: \_\_\_\_\_ Date Routed: \_\_\_\_\_

P.O. Number: \_\_\_\_\_ Vendor Code: \_\_\_\_\_

**Departments shall complete this form in its entirety. Indicate non-applicable items by N/A.**

Contract Purpose: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Does Contract Renew? Yes  No  If so, When: \_\_\_\_\_

Contract Deliverables: \_\_\_\_\_

Board of Regents (BOR) Approval Required: Yes  No  Meeting Date: \_\_\_\_\_ Board Item No: \_\_\_\_\_

This contract must go to the BOR if: it is \$500,000 or greater per year (except bequests, gifts, or grants, or a State energy agreement), or involves acquisition, purchase, sale, or encumbrance of real property (except mineral lease less than \$100,000), or a contract in excess of 5 years (except with 120 days or less cancellation notice or mineral lease less than \$100,000). If BOR approval required, BOR specify signature authorization other than President? \_\_\_Yes \_\_\_No \_\_\_Attached

MSU Office of Origin: \_\_\_\_\_ Individual Responsible: \_\_\_\_\_ Phone No: \_\_\_\_\_

University Funds Required: No  Yes  \$ \_\_\_\_\_ Verified Available: Yes  No  Revenue Contract Yes  No

Contractor: \_\_\_\_\_ Contractor's email address: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Resident Contractor: Yes  No  State of Non-Resident Contractor: \_\_\_\_\_ Is Contractor an MSU Employee: Yes  No

Procurement: \_\_\_\_\_ bid out \_\_\_\_\_ sole source (attached) \_\_\_\_\_ State contract \_\_\_\_\_ other: \_\_\_\_\_

Historically Underutilized Business (HUB): Yes  No  HUB Plan (required over \$100,000): Yes  No

**Review and Approval Signatures:**

**Department** \_\_\_\_\_ Date \_\_\_\_\_

*By signing form, Department verifies they will abide by the terms of the agreement and has obtained approval of any other department(s) contributing technical support, services, and/or personnel (e.g., IT Dept –hardware/software & Sec. 508 contract addenda attached; office of sponsored programs for external funding - grants & gifts)*

Initiating Dept.'s Designated Contract Liaison/Monitor \_\_\_\_\_ Date \_\_\_\_\_

Other Dept. Supervisor(s) Contributing Personnel/Services \_\_\_\_\_ Date \_\_\_\_\_

**Dean** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments/grants*

**Associate Vice President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments/grants*

**Appropriate Vice President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts for reporting departments; VP Univ. Advancement & Public Affairs on all grants; signature authority of appropriate VP for contracts of less than \$100,000 per year for reporting departments*

**Provost and Vice President for Academic Affairs** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on: all contracts for reporting departments, affiliation/clinical agreements (or President's), and all sponsored research grants; signature authority for contracts of less than \$100,000 per year for reporting departments, affiliation/clinical agreements*

**Vice President for Administration and Finance** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on: all contracts for reporting departments, fiscal approval of contracts of \$50,000 or more per year, all sponsored research grants, and professional and consulting services; signature authority for: contracts of less than \$100,000 for reporting departments*

**Purchasing /Contract Management Office** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts (except University employment contracts)*

Proposed contract attached? \_\_\_ Yes \_\_\_ No If applicable, a copy is attached of the delegation of signature authority signed by \_\_\_\_\_

Required Notice for Professional/Consulting Services (Tex. Govt. Code §2254) by: LBB \_\_\_ Yes \_\_\_ No Gov.'s Budget/Planning Office \_\_\_ Yes \_\_\_ No

Verify that the solicitation, purchasing methods, and contractor selection process comply with State law and University policy? \_\_\_ Yes \_\_\_ No

Verify that University documented best value standard used and complied with University's & Comptroller's contract management guide? \_\_\_ Yes \_\_\_ No

Verify that University has complied with required TEC filing disclosure of interested parties (Tex. Govt. Code §2252.908)? \_\_\_ Yes \_\_\_ No

**Other Reviews and Approval Signatures, as required:**

**General Counsel** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts unless using an unmodified standard contract form pre-approved in writing*

Comment: \_\_\_\_\_

**President** \_\_\_\_\_ Date \_\_\_\_\_

*Approval required on all contracts: for direct reporting departments, of \$500,000 or more not requiring BOR approval, of \$100,000 or more but less than \$500,000, related to mineral interest in real property of less than \$100,000, licenses /conveyances of MSU intellectual property, professional and consulting services, and outside legal counsel; required signature authority (or designee) on all contracts: for reporting departments, of \$100,000 or more (except contracts otherwise specified by the BOR), for outside legal counsel*

Comment: \_\_\_\_\_

**This Section for Use by MSU Purchasing/Contract Management Office Only:**