



SOUTH CAROLINA STATE UNIVERSITY
OFFICE OF THE GENERAL COUNSEL

Contract #:

CONTRACT APPROVAL FORM

Assigned by the General Counsel's Office

Form containing fields for: Requesting Dept., SCSU Contact Name and Phone, Vendor Name/Phone/Email, Contract Term, PO #, Brief Contract Summary, Contract Amt. Exchanged, Expenditures/Index#, Account#, Revenues/Index#, Account#, and a section for Grants with checkboxes for cost-share and non-Federal obligations.

Once the information above is completed, scan and email this form along with the contract, and attachments, to the OGC.

Sponsored Programs Approval (grant funds, not 1890)

Sponsored Programs & Research

Date

I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University. I am also satisfied with the description of the University's obligations (including payment due dates, insurance, confidentiality) and all other provisions of this contract.

Dean/Director/Cab. Signature

Date

Cabinet Member Signature

Date

UCITS Approval (tech software/equipment)

Chief Information Officer Signature

Date

Budget Approval I certify the funds are available in the account above.

Budget Office Signature

Date

Procurement Approval

I certify that the goods/services are in accordance with the SC Procurement Code and/or are exempt. Exemption#

Director of Procurement Signature

Date

VP for Finance Approval

VP for Finance Signature

Date

Legal Review. Approval as to form only.

General Counsel Signature

Date

Authorization to sign.

University President Signature

Date

If the dollar amount to be exchanged exceeds \$250,000, the contract must be approved by the Board of Trustees (grants and research agreements excluded). Upon vote and majority approval, the Board Chair shall sign below.

Board Approval

Board Chair Signature

Date

The Requesting Party shall ensure a copy of the completed routing form and executed contract are sent to the OGC.