

**University of Central Arkansas**  
**Contract Routing and Approval Form**

*All University contracts, regardless of value, are to be routed through the Office of General Counsel for review and processing. Please attach this form as a cover sheet to all contracts submitted to the Office of General Counsel. For more information regarding the University's contract policy, please see Board Policy #416 and <http://uca.edu/legal/contract-forms>.*

**General Information**

Requesting Department:

Department: \_\_\_\_\_

Responsible Employee: \_\_\_\_\_

Campus Mail Location: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contractor/Vendor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Brief Description of Contract and Source of Funding:

Terms of Contract: \_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

Total Amount of Contract (if applicable): \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_  
Identify who will sign contract on behalf of University pursuant to Board Policy #416

**Responsible Employee Review**

By signing below, I verify that the information contained in this routing/approval form is correct. I am also familiar with Board Policy #416 and have reviewed the contract in accordance with that policy. I have noted on the attached sheets any provisions in the proposed contract that are not consistent with the policy. In addition, I will attach a copy of the university's contract rider (available at: <http://uca.edu/legal/contract-forms/>) to all contracts to which the University is a party.

\_\_\_\_\_  
Responsible Employee

\_\_\_\_\_  
Date

## Purchasing Review

(if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_

## General Counsel Review

By: \_\_\_\_\_ Date: \_\_\_\_\_

## Administrative Approval

(The following approval must be secured prior to the execution of the contract.)

- **Contracts up to \$9,999:**

\_\_\_\_\_  
Vice President or Provost Date

- **Contracts Between \$10,000 and \$49,999**

\_\_\_\_\_  
President or Provost Date

- **Contracts Between \$50,000 and \$99,999:**

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

- **Contracts Between \$100,000 and \$249,999:**

\_\_\_\_\_  
Chair, Board of Trustees Date

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

- **The Board of Trustees must approve any contract that requires the university to expend funds, at any time, in excess of \$250,000 or any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract (a) may be terminated by the university on the giving of written notice of 90 days or less or (b) will not require the university to expend funds in excess of \$99,999.**

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

Date of Board Action: \_\_\_\_\_