

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: <https://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 \$249,999:**

President Date

- **Contracts Between \$250,000 and \$499,999:**

Chair, Board of Trustees Date

President Date

- **The Board of Trustees must approve any contract that requires the university to expend funds in excess of \$500,000.**

President Date

Date of Board Action: _____