



EAST GEORGIA STATE COLLEGE

Adopted by President's Cabinet 2/28/17

Revision Adopted by President's Cabinet 12/18/18; 2/23/21; 2/1/22

Please allow a minimum of 14 days for the process to complete

Office of Legal Affairs – CONTRACT ROUTING AND APPROVAL FORM

*Please complete this form and obtain all necessary approvals and signatures in boxes 1-2. Attach an original contract, with all exhibits, attachments and other documents incorporated by reference, to this form. This includes quotes, proposals, and approval of expenditure by EGSC Business Office. etc. **Please review EGSC Contract Administration Policy Submit this form and the documents to: purchase@ega.edu***

1. GENERAL INFORMATION: EGSC Department submitting request: _____

Type of Contract: Please indicate whether the contract is for: (circle and/or describe)

Purchase of goods, purchase of services, purchase of goods and services, performance contract, consulting contract, IT software, or other (describe) _____

Will the vendor have regular interaction with students, employees, monies, sensitive or confidential data, or facilities?

Yes _____ No _____ If yes,

explain: _____

Name of Contracting Party: _____

Contract Period (insert begin and end dates) _____

EGSC Contact person (Name) _____ (Title) _____

Phone: _____ E-mail: _____

Is this the first time this contract is being submitted to Legal Affairs for review? ___ yes ___ no

If no: indicate date of prior submittal and reason resubmitted: _____

Is this a modification, extension, or termination of an existing contract? Yes / No / If yes, attach copy of current contract

Vendor Contact information: Name: _____ / Email and telephone: _____

2. CERTIFICATION BY RESPONSIBLE EAST GEORGIA STATE COLLEGE EMPLOYEE SUBMITTING CONTRACT

I HAVE READ THE ATTACHED CONTRACT IN ITS ENTIRETY. The contract accurately describes the agreement between the parties, including goods and/or services provided (for example, description of the goods, delivery terms, statement of work) and obligations imposed (for example, manner of payment, confidentiality provisions). I believe that the contract is in East Georgia State College's best interests, the activity is consistent with the mission of the college and that East Georgia State College can perform its obligations under the contract. I accept responsibility for routing this contract and for managing it if it is executed.

_____ Requesting contract cancellation. State reason: _____

Signature

Date

Printed Name

EGSC employee submitting request

Approval by Vice President or Cabinet Level Supervisor: This request is approved. If a contract requested, it is appropriate and necessary to the Department's/School's mission and priorities and such entity can furnish the services, materials or other funds as designated in the contract. If contract termination or non-renewal requested, I agree with the above stated reason for termination.

Signature

Date

Printed Name

Obtain the above signatures prior to sending to Purchasing.

3. ROUTINGS AND APPROVALS

Review by other East Georgia State College Departments (if appropriate): I have reviewed the attached contract or request and (check one):

Review by Chief Business Officer: _____ have no objections _____ object /see concerns below

DATA PROTECTION REVIEW

Review by Vice President for Information Technology (for all contracts impacting technology)

_____ have no objections _____ object/ see concerns below

Will EGSC data be accessed by the vendor? ____ yes ____ no

If yes, what is the risk level of this access? _____

Is cyber insurance needed from vendor? ____ yes ____ no

List any other measures to be taken: _____

Purchasing will obtain these approvals.

4. REVIEW BY OFFICE OF LEGAL AFFAIRS

Received by OLA: _____ CBC Required? Yes ____ No ____ Accepted: _____ Review completed: _____

Questions/concerns/revisions requested: _____ (date) sent to: _____

Final contract reviewed: _____ Sent for vendor signature to/date: _____

Received vendor signature: _____ Sent for EGSC signature / date: _____

Received original EGSC signed contract: _____

Sent to President's File: _____

Sent to originating department: _____

Terminations: Termination letter sent to vendor by: _____ OLA on _____ (date) OR Bus Off on _____ (date)

Acknowledgement of receipt of letter to EGSC on _____ (date) _____ initials