

**GENERAL INFORMATION**

Requesting Department \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_ GSU Email \_\_\_\_\_

**SUMMARY OF CONTRACT TERMS**

Contract is With (Name of Business/Individual ) \_\_\_\_\_ Contract Start/End Dates \_\_\_\_\_ Total Contract Dollar Amount \_\_\_\_\_

Description of Goods/Services to be Procured \_\_\_\_\_ Goods/Services Using Student Information Of Any Kind? Y/N \_\_\_\_\_

Goods/Services Using Health Information Of Any Kind? Y/N \_\_\_\_\_ Goods/Services Using GSU IT Networks? Y/N \_\_\_\_\_

Funding Source (GSU Acct. No./GSU Foundation Project ID No.) \_\_\_\_\_ Are Grant Funds Involved? Y / N \_\_\_\_\_

Funds paid by/to:  GSU  GSU Foundation  GSU Research Foundation  GSU Athletic Association  GSU Alumni Association

Contract:  New Agreement  Renewal Agreement (w/ Original Attached)  Agreement Amendment (w/ Original Attached)

**SIGNATURE AUTHORITY**

All contracts must be signed by an officially authorized representative of the University in order to be binding. A complete list of authorized signatories can be found at: <http://universityattorney.gsu.edu/legal-services/contracts>. Special signatories are as follows:

- University: University President or Senior Vice President for Finance and Administration must sign contracts ≥ \$25,000.00.
- Foundation: Chief Financial Officer or President must sign all GSU Foundation contracts.
- Research Foundation: Chair or Secretary must sign all GSU Research Foundation contracts.
- Athletic Association: Chair or Treasurer must sign all GSU Athletic Association contracts.
- Alumni Association: Executive Director must sign all GSU Alumni Association contracts.

Individual Authorized to Sign this Contract \_\_\_\_\_ Title \_\_\_\_\_

**CONTRACT SUPPORT**

Requesting Department has read and understands all contract terms and supports the purchase of services/goods described in the contract upon the business terms set forth therein. Requesting Department has sufficient funds to cover the contract.

Requesting Department Head \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PURCHASING APPROVAL (IF APPLICABLE)**

Purchasing has reviewed the attached contract and it satisfies all applicable State and University purchasing policies and procedures, except where otherwise exempted. **Contact Purchasing with any questions about exemptions (x3-3150).**

Immigration Security Requirements  Satisfied  Pending Approval

Purchasing Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOUNDATION APPROVAL (IF FOUNDATION ACCOUNTS UTILIZED)**

Foundation has reviewed the attached contract and it satisfies all applicable Foundation policies and procedures and Requesting Department has funds in its Foundation account(s) to cover the contract.

GSU Foundation Comptroller \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**LEGAL REVIEW (PLEASE ALLOW 2 WEEKS FOR LEGAL AFFAIRS REVIEW)**

The Office of Legal Affairs has reviewed the attached contract and approved it  without changes  with the attached changes for signature by an authorized University representative.

Legal Affairs Attorney \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_