

**CONTACT INFORMATION**

<b>Requesting Department</b>	<b>Requesting Person/Phone/Email</b>	<b>Administrative Contact/Phone/Email</b>

**CONTRACT DETAILS**

<b>Vendor Name (Business or Individual)</b>	<b>Contract Start/End Dates</b>	<b>Total Contract Dollar Amount</b>
<b>Description of Services/Goods Procured</b>		<b>Funding Source Account No. / Project ID No.</b>
<b>Contract is:</b> <input type="checkbox"/> New <input type="checkbox"/> Renewal (original attached) <input type="checkbox"/> Amendment (original attached)		<b>Grant Funds Involved?</b> <input type="checkbox"/> Y <input type="checkbox"/> N
<b>Contract Payments To/From:</b> <input type="checkbox"/> GSU <input type="checkbox"/> Foundation <input type="checkbox"/> Research Foundation <input type="checkbox"/> Athletic Association <input type="checkbox"/> Alumni Association		
<b>Will the Services/Goods Procured under this Contract:</b>		
<input type="checkbox"/> Y <input type="checkbox"/> N Involve Regular Interaction by Vendor with GSU Students, Employees, Funds, Sensitive Data or Facilities?		
<input type="checkbox"/> Y <input type="checkbox"/> N Use Student Information of Any Kind?		
<input type="checkbox"/> Y <input type="checkbox"/> N Use GSU IT Networks?		

**AUTHORIZED SIGNATORY FOR CONTRACT**

The person listed below is the Authorized Signatory who will sign this Contract once approved by Legal Affairs. Only Authorized Signatories may sign GSU contracts. A complete list of Authorized Signatories is available: <http://universityattorney.gsu.edu/legal-services/contracts>. All GSU contracts ≥ \$25,000 must be signed by the President or SVP/Finance and Administration.

<b>Name of Authorized Signatory for this Contract</b>	<b>Title</b>

**DEPARTMENTAL CONTRACT SUPPORT**

Requesting Department Head confirms that contracting with this vendor complies with the GSU Policy on Individual Conflict of Interest (available in pertinent part at <https://universityattorney.gsu.edu>) and approves the purchase of services/goods upon the described business terms. Department has sufficient funds to cover the financial obligations of the contract.

<b>Name of Requesting Department Head</b>	<b>Signature</b>	<b>Date</b>

**PURCHASING APPROVAL (if University funds used)**

Purchasing has reviewed the attached contract and it satisfies applicable procurement requirements.  
**E-Verify:**  Satisfied  Pending

<b>Name of Purchasing Officer</b>	<b>Signature</b>	<b>Date</b>

**If IT contract:** BPM Data Security Review Satisfied:

<b>Name</b>	<b>Signature</b>	<b>Date</b>

**FOUNDATION APPROVAL (if Foundation funds used)**

The Foundation has reviewed the attached contract and it satisfies applicable Foundation requirements. The Requesting Department has sufficient Foundation account funds to cover the financial obligations of the contract.

<b>Name of Foundation Officer</b>	<b>Signature</b>	<b>Date</b>

**LEGAL AFFAIRS APPROVAL – PLEASE ALLOW 2 WEEKS IN LEGAL AFFAIRS FOR REVIEW**

Legal Affairs has reviewed the attached contract and approved it for signature by an Authorized Signatory as follows:  
 **Without Changes**  **With the Included Changes (Both Parties must Initial/Accept Changes for Contract to be Binding)**

<b>Name of Legal Affairs Attorney</b>	<b>Signature</b>	<b>Date</b>