

# Valdosta State University Monetary Contract Approval Routing Form

***This form is required when the purchase includes Supplier Terms & Conditions.***

***Allow a minimum of 30 days for review of terms and conditions as well as all vendor negotiations.***

**Instructions:** Send proposed contract and this completed and signed form by email to [contracts@valdosta.edu](mailto:contracts@valdosta.edu).

**PART 1: BASIC CONTRACT INFORMATION.**

A. Contract Name/Title:		F. Supplier Legal Name	
B. Contract Price:		G. Supplier Contact Name	
C. Contract Start Date:		H. Supplier Contact Email	
D. Contract End Date:		I. Supplier Contact Phone	
E. Subject Matter:	Goods	Services	Software/IT
			Combination
F. Contract Type:	Federal Grant	Initial Contract	Renewal
			One-Time Event

**PART 2: DEPARTMENT INFORMATION.**

A. End User Department	
B. Budget Manager Name	
C. Primary Contact Name	
D. Primary Contact Email	
E. Primary Contact Phone	
F. Budget Chart String	

**PART 3: PROJECT QUESTIONS.**

1. Is the project's initial term fully funded?	
2. Are all project documents attached? (SOW, Quote, etc.)	
3. Is this vendor processing credit card data on behalf of VSU?	
4. Will vendor regularly interact with students, employees, monies, sensitive/ confidential data or facilities?	
5. <b>**Data Security:</b> Specify the data security risk category for this supplier:	
6. Will VSU transmit/store any protected data (PII, PHI, financial, educational) with the supplier under this agreement?	

**PART 4: SIGNATURES.**

**CERTIFICATION:** By signing below, I am attesting that this contract/agreement is appropriate and necessary to the department's mission and priorities and that the department can furnish the services, materials, and funds designated in the contract/agreement and the appropriate **Vice President and/or Cabinet Level Officer has authorized this project** to move forward.

<u>Approvals</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
1. Budget Manager	_____	_____	_____
2. OSPRA Director <small>(Required for grants and sponsored programs.)</small>	_____	_____	_____
<b>*** FOR PROCUREMENT INTERNAL USE ONLY ***</b>			<b>Date Release to Dept.:</b>
3. IT / Cyber Security	_____	_____	_____
4. Legal Affairs	_____	_____	_____
5. Ad-Hoc	_____	_____	_____
6. Procurement	_____	_____	_____