



Contract Routing Form

This contract routing form shall be routed to the individuals listed below in the order shown and then returned with the executed contract to the NSU Purchasing Office, who will forward to the Vice President of Operations for recordkeeping.

Submitted by: _____

Date: _____

Contract name or description:

Relevant departments for review:

- | | |
|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Business & Finance |
| <input type="checkbox"/> Purchasing | <input type="checkbox"/> Facilities Management |
| <input type="checkbox"/> Other : | |

Reviewer for each relevant department, please attach to this form a signed and dated document stating whether your department has any comments or concerns to be addressed prior to execution of the contract.

General Counsel review:

Reviewed by: _____ Date: _____

- General Counsel has no comments; legal terms are approved
 - General Counsel's comments are noted on the contract or in an attached addendum
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Execution of contract:

Contract signed by: _____ Date: _____

- Executor has no comments; terms are approved
- Executor comments are noted on the contract or in an attached memorandum

If contract is executed by other than the President, please attach a copy of written delegation of authority from the President.