

**CONTRACT / AGREEMENT APPROVAL TRANSMITTAL FORM**

**Texas A&M University**  
**Department of Contract Administration**  
1182 TAMU  
Purchasing Building #957, Agronomy Road  
College Station, Texas 77843-1182  
Phone 979-845-0099 / Fax 979-862-7130  
contracts@tamu.edu

CONTRACT #:	_____
DELEGATION #:	_____
AUTH. SIGNATURE:	_____
REPOSITORY:	_____
DATE RECEIVED:	_____
DATE RETURNED:	_____

**Description of Contract:**

Contractor / Other Party: \_\_\_\_\_  
TAMU Office of Origin: \_\_\_\_\_  
Contact / Phone: \_\_\_\_\_

NEW CONTRACT       AMENDMENT / MODIFICATION       RENEWAL / EXTENSION

**Contract Terms:**

CONTRACT PERIOD:      BEGIN DATE \_\_\_\_\_      END DATE \_\_\_\_\_  
CONTRACT VALUE PER FISCAL YEAR: \$ \_\_\_\_\_      TOTAL VALUE: \$ \_\_\_\_\_  
UNIVERSITY FUNDS REQUIRED: NO \_\_\_ YES \_\_\_      If yes, SOURCE OF FUNDS: \_\_\_\_\_  
REQ. #: \_\_\_\_\_      PO #: \_\_\_\_\_

**Routing Instructions: To determine the approval process, refer to the "President's Delegation of Authority for Contract Administration"**

**Signatures Recommending Approval:**

\_\_\_\_\_  
CONTRACT ORIGINATOR      Date

\_\_\_\_\_  
DEPARTMENT HEAD      Date

\_\_\_\_\_  
COLLEGE DEAN OR DIRECTOR      Date

\_\_\_\_\_  
PROCUREMENT SERVICES      Date

\_\_\_\_\_  
CONTRACT ADMINISTRATION      Date

\_\_\_\_\_  
UNIVERSITY CONTRACTS OFFICER      Date

\_\_\_\_\_  
DIVISION VICE PRESIDENT      Date

\_\_\_\_\_  
VICE PRESIDENT FOR FINANCE      Date

\_\_\_\_\_  
PROVOST      Date

\_\_\_\_\_  
PRESIDENT      Date

**OFFICE OF GENERAL COUNSEL COMMENTS:**

\_\_\_\_\_ APPROVED FOR LEGAL FORM & SUFFICIENCY

\_\_\_\_\_ APPROVED SUBJECT TO FOLLOWING CHANGES / COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

Office of General Counsel      Date

<b>FOR INTERNAL USE ONLY:</b> INSURANCE ___ OGC ___ SSPS ___ OBAS ___ SREO ___ UBIT ___ REV. COPY ___  COMMENTS:
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## Purpose of Signature

To approve, sign or execute contracts/agreements (including modifications, extensions, and renewal) that in any way obligates Texas A&M University to the performance of any act represents the exercise of the administration's fiduciary responsibility. The approval process is designed to provide reasonable assurance that all such contracts/agreements have been reviewed for: economic options, risk, compliance, and form and legal sufficiency, documentation of such a review requires hierarchical signatory procedure. In the event, a written delegation of authority exists, the person signing should indicate the position holder for whom they are authorized to sign (simply sign on appropriate line and indicate "for" next to title).

### **Contract Originator:\*\***

(Business Administrator, Principal Investigator or Other Responsible Individual): Approval indicates agreement with the business terms of the contract, its conditions, and the intent to carry out the terms of the contract as they apply to TAMU.

### **Department of Unit Head:\*\***

Approval indicates that the contract content meets the department's goals and objectives; the business terms are acceptable and will be enforced/monitored.

### **College Dean or Division Head:\*\***

Approval indicates the contract content meets the College's or Division's goals and objectives; all business terms are acceptable and will be enforced/monitored; any funds required are available in the College or Division budget.

### **Procurement Services:**

Approval indicates compliance with all applicable purchasing requirements and review of prior approvals.

### **General Counsel:**

Approval indicates agreement with contractual form and legal sufficiency of terms therein.

### **University Contracts Officer:**

Approval indicates appropriate documentation exists to provide reasonable assurance that terms of the contract have had prior review for business risk, compliance with purchasing and fiscal requirements, approval by appropriate administrators and, sufficiency and legal form.

### **Division Vice President:**

Approval indicates acceptance of all terms of the contract and review of prior approvals, and recommends signature by the appropriate TAMU contracting authority.

### **Vice President for Finance:**

Approval indicates acceptance of all terms of the contract and review of prior approvals, and recommends signature by the appropriate TAMU contracting authority.

### **President:**

Approval constitutes execution of the agreement on behalf of the University and legally binds the University to the terms and conditions as set forth therein.

\*\*Recommended approval by this signatory on the Contract Agreement/Transmittal Form is an acknowledgement of the business terms associated with their area of responsibility. Their recommended approval of an agreement is not an indication of acceptance of any legal terms and conditions that may be modified upon further review by Contract Administration or the Office of General Counsel.\*\*

This page is for informational purposes only. You are not required to return this page with the Contract Agreement/Transmittal Form.