

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

FOR INTERNAL USE ONLY:

INSURANCE ____ OGC ____ SSPS ____ OBAS ____ SREO ____ UBIT ____ REV. COPY ____

COMMENTS:

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.