

# CONTRACT / AGREEMENT APPROVAL TRANSMITTAL FORM

**Texas A&M University**  
**Department of Contract Administration**  
**1182 TAMU**  
**Purchasing Building #957**  
**330 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: \_\_\_\_\_

Dept. Contact / Email / 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 UNIT DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

PROCUREMENT SERVICES \_\_\_\_\_ DATE \_\_\_\_\_

CONTRACT ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

UNIVERSITY CONTRACTS OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

DIVISION VICE PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

PROVOST \_\_\_\_\_ DATE \_\_\_\_\_

PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

## **OFFICE OF GENERAL COUNSEL COMMENTS:**

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

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

\_\_\_\_\_

\_\_\_\_\_

OFFICE OF GENERAL COUNSEL \_\_\_\_\_ DATE \_\_\_\_\_

## **FOR INTERNAL USE ONLY**

INSURANCE \_\_\_\_\_ COI \_\_\_\_\_ OGC \_\_\_\_\_ PURS \_\_\_\_\_ TEC form \_\_\_\_\_ RPT form \_\_\_\_\_ SREO \_\_\_\_\_ UBIT \_\_\_\_\_ REV. COPY \_\_\_\_\_

COMMENTS:

## PURPOSE OF SIGNATURE

To approve, sign, or execute contracts (including modifications, extensions, and renewal), that in any way obligates Texas A&M University (TAMU) 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 have been reviewed for economic options, risk, compliance, contractual 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 by signing on the appropriate line and indicating "for" next to the title.

### **\*\* Contractor Originator:**

Approval indicates agreement with the business terms of the contract, its conditions, and the intent to carry out the contract as they apply to TAMU.

### **\*\* Department Head:**

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

### **\*\* College Dean or Unit Director:**

Approval indicates the contract content meets the college or unit goals and objectives; all business terms are acceptable and will be enforced/monitored; any funds required are available in the college or unit 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 documentations exist 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 contractual form and legal sufficiency.

### **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 and Administration:**

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 contract 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 Approval Transmittal Form is an acknowledgement of the business terms associated with their area of responsibility. Their recommended approval of a contract 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.