

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.

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