

CONTRACT / AGREEMENT APPROVAL TRANSMITTAL FORM

Texas A&M University
Department of Contract Administration
1182 TAMU
330 Agronomy Road
College Station, Texas 77843-1182
Phone 979-845-0099
contracts@tamu.edu

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

CONTRACT INFORMATION

Contractor/Vendor: _____

Contractor/Vendor Contact Name & Email: _____

TAMU Office/Department of Origin: _____

TAMU Dept Contact Name/Email/Phone: _____

Contract Description: _____

Please include contract in Word format if available, email to contracts@tamu.edu.

CONTRACT TERMS

New Contract	Amend/Modify	Renew/Extend
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 #: _____	C #: _____

SIGNATURES RECOMMENDING APPROVAL

By signing below you recommend approval of the attached contract and affirm that no conflict of interest exists with Contractor/Vendor.

CONTRACT ORIGINATOR	PRINT NAME	DATE
DEPARTMENT HEAD	PRINT NAME	DATE
COLLEGE DEAN OR UNIT DIRECTOR	PRINT NAME	DATE
PROCUREMENT SERVICES		DATE
CONTRACT ADMINISTRATION		DATE
UNIVERSITY CONTRACTS OFFICER		DATE
DIVISION VICE PRESIDENT		DATE
EXECUTIVE VICE PRESIDENT AND CHIEF FINANCIAL OFFICER		DATE
VICE PROVOST / PROVOST		DATE
PRESIDENT		DATE

Office of General Counsel Approved for Legal Form & Sufficiency

SIGNATURE _____										DATE _____	
INTERNAL USE ONLY:	CHECKLIST	INSURANCE/COI	OGC	PURS	TEC FORM	SREO	UBIT	REV COPY	VPAT		
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, conflict of interest, 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.

- * **Contract 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 and affirms that no conflict of interest exists with contractor.
- * **Department Head:** Approval indicates that the contract content meets the department's goals and objectives, the business terms are acceptable and will be enforced/monitored, and affirms that no conflict of interest exists with contractor.
- * **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; and affirms that no conflict of interest exists with contractor.

Procurement Services: Approval indicates compliance with all applicable purchasing requirements, review of prior approvals, and affirms that no conflict of interest exists with contractor.

Contract Administration: Approval indicates compliance with all applicable contracting requirements, review of prior approvals, and affirms that no conflict of interest exists with contractor.

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, contractual form and legal sufficiency, and affirms that no conflict of interest exists with contractor.

Division Vice President: Approval indicates acceptance of all terms of the contract and review of prior approvals, affirms that no conflict of interest exists with contractor, and recommends signature by the appropriate TAMU contracting authority.

Executive Vice President and Chief Financial Officer: Approval indicates acceptance of all terms of the contract and review of prior approvals, affirms that no conflict of interest exists with contractor, and recommends signature by the appropriate TAMU contracting authority.

Vice Provost / Provost: Approval affirms that no conflict of interest exists with contractor, constitutes execution of the contract on behalf of the University, and legally binds the University to the terms and conditions as set forth therein.

President: Approval affirms that no conflict of interest exists with contractor, 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.