



SOUTH CAROLINA STATE UNIVERSITY
OFFICE OF THE GENERAL COUNSEL

Contract #:

CONTRACT APPROVAL FORM

To be assigned by the General Counsel's office

Form with fields for: Requesting Department, Vendor Name/Phone/Email, Contract Term, PO #, Brief Contract Summary, Dollar Amount to be Exchanged, Expenditures, Revenues, Index/Org#, and Account#.

Once the information above is completed, deliver this form to the Office of General Counsel (OGC).

Sponsored Programs Approval (grant funds, not 1890) Sponsored Programs & Research Date

I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University. I am also satisfied with the description of the University's obligations (including payment due dates, insurance, confidentiality) and all other provisions of this contract.

Dean/Director/Cab. Signature Date Cabinet Member Signature Date

UCITS Approval (tech software/equipment) Chief Information Officer Signature Date

Budget Approval I certify the funds are available in the account above. Budget Office Signature Date

Procurement Approval

I certify that the goods/services are in accordance with the SC Procurement Code and/or are exempt. Exemption

Director of Procurement Signature Date

VP for Finance Approval

VP for Finance Signature Date

Legal Review. Approval as to form only.

General Counsel Signature Date

Authorization to sign.

University President Signature Date

If the dollar amount to be exchanged exceeds \$250,000, the contract must be approved by the Board of Trustees (grants and research agreements excluded). Upon vote and majority approval, the Board Chair shall sign below.

Board Approval

Board Chair Signature Date

The Cabinet Member shall ensure a copy of the completed routing form and executed contract are sent to the Office of General Counsel.