**CONTRACT ROUTING FORM**

**Office of the General Counsel (OGC)**

|  |  |  |
| --- | --- | --- |
| Sent Date: |  | **(**If no date, OGC will insert the date it was received). |
| Return by Date: |  | (Minimum of two weeks - additional research, discussion, clarification, etc. may extend this date) |

Contract Number (OGC will assign and send to originator)

*\*This number must be used at the beginning of subject line for all correspondence related to this contract. \**

**ALL CONTRACTS MUST HAVE A COMPLETED ROUTING FORM**

OGC will send contracts for Expenditure and Revenue to Purchasing for review.

OGC/Purchasing will send contracts to IT for review, if required.

**Include the following information for ALL submissions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** Department: |  | Originator Name: |  |
| Phone: |  | E-mail: |  |

**Contract Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Contract |  | | |
| New | Amendment/Change Order | Renewal | Termination |

|  |  |  |  |
| --- | --- | --- | --- |
| Effective Date: |  | Funding Source Amount: |  |
| End Date: |  | Funding Source Account #: |  |

|  |  |  |
| --- | --- | --- |
| **Vendor/Parties:** |  | |
| Address: |  | |
| Phone: |  |  |
| E-mail: |  |  |

**Comments/Notes about this contract that will be helpful during review:**

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Originator: | Date: | Signature: | |

**Send completed form to:** Office of the General Counsel: Cathy Sanchez, [cathy.sanchez@colostate.edu](mailto:cathy.sanchez@colostate.edu), 549-2130

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**OGC will route to the following for approval:**

|  |  |  |
| --- | --- | --- |
| Please date and sign,  then return to OGC | Date | Approval/Signature |
| Purchasing |  |  |
| IT Review |  |  |
| Legal Review (OGC) |  |  |
| Signature Authority |  |  |
| Controller |  |  |

Fully executed contract returned to Office of the General Counsel, Date