

GENERAL INFORMATION

Requesting Department _____ Contact Person _____ Telephone Number _____ GSU Email _____

SUMMARY OF CONTRACT TERMS

Contract is With (Name of Business/Individual) _____ Contract Start/End Dates _____ Total Contract Dollar Amount _____

Description of Goods/Services to be Procured _____ Goods/Services Using Student Information Of Any Kind? Y/N _____

Goods/Services Using Health Information Of Any Kind? Y/N _____ Goods/Services Using GSU IT Networks? Y/N _____

Funding Source (GSU Acct. No./GSU Foundation Project ID No.) _____ Are Grant Funds Involved? Y / N _____

Funds paid by/to: GSU GSU Foundation GSU Research Foundation GSU Athletic Association GSU Alumni Association

Contract: New Agreement Renewal Agreement (w/ Original Attached) Agreement Amendment (w/ Original Attached)

SIGNATURE AUTHORITY

All contracts must be signed by an officially authorized representative of the University in order to be binding. A complete list of authorized signatories can be found at: <http://universityattorney.gsu.edu/legal-services/contracts>. Special signatories are as follows:

- University: University President or Senior Vice President for Finance and Administration must sign contracts ≥ \$25,000.00.
- Foundation: Chief Financial Officer or President must sign all GSU Foundation contracts.
- Research Foundation: Chair or Secretary must sign all GSU Research Foundation contracts.
- Athletic Association: Chair or Treasurer must sign all GSU Athletic Association contracts.
- Alumni Association: Executive Director must sign all GSU Alumni Association contracts.

Individual Authorized to Sign this Contract _____ Title _____

CONTRACT SUPPORT

Requesting Department has read and understands all contract terms and supports the purchase of services/goods described in the contract upon the business terms set forth therein. Requesting Department has sufficient funds to cover the contract.

Requesting Department Head _____ Signature _____ Date _____

PURCHASING APPROVAL (IF APPLICABLE)

Purchasing has reviewed the attached contract and it satisfies all applicable State and University purchasing policies and procedures, except where otherwise exempted. **Contact Purchasing with any questions about exemptions (x3-3150).**

Immigration Security Requirements Satisfied Pending Approval

Purchasing Officer _____ Signature _____ Date _____

FOUNDATION APPROVAL (IF FOUNDATION ACCOUNTS UTILIZED)

Foundation has reviewed the attached contract and it satisfies all applicable Foundation policies and procedures and Requesting Department has funds in its Foundation account(s) to cover the contract.

GSU Foundation Comptroller _____ Signature _____ Date _____

LEGAL REVIEW (PLEASE ALLOW 2 WEEKS FOR LEGAL AFFAIRS REVIEW)

The Office of Legal Affairs has reviewed the attached contract and approved it without changes with the attached changes for signature by an authorized University representative.

Legal Affairs Attorney _____ Signature _____ Date _____