

Contracts Routing Form

Instructions: University business contracts, regardless of value, are to be routed through the Purchasing Department and Contracts Office for review and processing. This form standardizes that process and is to be used as the cover sheet to ensure the complete review by appropriate campus offices. This form is not for routing of Faculty Services Contracts.

Ref: University Contract Policy and University Procurement Policy can be found on the Purchasing website at <http://www.liberty.edu/financeadmin/budget/index.cfm?PID=11608>.

Requesting Department: _____ **Date Initiated:** _____

Contact Name: _____ **Phone #:** _____

Contract/Vendor Information:

Name: _____ Financial Obligation: \$ _____

Address: _____ Contract Dates: Start: _____

_____ End: _____

Contract Purpose:

Administrative Review By

Signature

Recommend for Approval

Yes No Date

_____ _____

_____ _____

_____ _____

_____ _____

Budget Manager _____ _____

Fund: _____ Orgn: _____ Account: _____

Contracts Office _____ _____

Purchasing Director _____ _____

Recommended Action: