

IT ONLY	
<input type="checkbox"/>	ARB/ITSC Approval
<input type="checkbox"/>	Vendor Executed Copy

### Contract Routing Form

Instructions: Mandatory for all University business contracts, regardless of value, contracts are to be routed through the Procurement and Contracts Administration 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 [Procurement website](#).

<b>Requesting Department:</b> _____	<b>Date Initiated:</b> _____
Contact Name: _____	Phone #: _____
Requisition Number: _____ Org: _____	Commodity Code: _____
Service?: Yes No      Commodity?: Yes No	Funded?: Yes No
Period of Performance: _____	Required Delivery Date: _____
Start: _____ End: _____      Date: _____	Contract Value - Current Budget Year _____
Is this an <b>URGENT</b> request? Yes No	Total Contract Value – Including Renewals _____
Urgency Justification? (i.e. requestor, time sensitivity, impact, risk...)	_____

**Description/Business Purpose:** *(Please provide information of the service or commodity in sufficient detail to understand type, quantity and scope/provide information in sufficient detail to communicate expected outcomes, impact and or/ risk if not purchased)*

<b>Contract/Vendor Information:</b>	Is this contract related to another contract?	Yes	No
Name: _____	If Yes, LIB _____		
Address: _____	COI Required?	Yes	No
_____	W9?	Yes	No
Contact Name: _____			
Email: _____			

<b>Departmental Review</b> (Department Head Signature Required)	<u>Signature</u>	<u>Recommend for Approval</u>
Department Head: (Print) _____	_____	Yes    No <u>Date</u>
Name _____	_____	_____
(Print) _____	_____	_____
<b>Conditional Review</b>	<u>Signature</u>	<u>Recommend for Approval</u>
(May include IT, Marketing, LUPD, Legal, etc)	_____	Yes    No <u>Date</u>
Name _____	_____	_____
(Print) _____	_____	_____

<b>Mandatory Approvals</b>	<u>Signature</u>	Yes	No	<u>Date</u>
Risk Management	_____			_____
Sr. Buyer/Contracts Administrator (≤ \$25,000)	_____			_____
Associate Director CA/Sourcing (≤ \$100,000)	_____			_____
Executive Director P&CA (≤ \$100,000)	_____			_____
Executive VP, Finance (≤ \$1,000,000)	_____			_____
President, Liberty University (Unlimited)	_____			_____