LIBERTY UNIVERSITY.

COI ☐
W9 ☐
Initial Buyer Review _____

IT ONLY
☐ ARB/ITSC Approval
☐ 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.

Requesting Department: _____ Date Initiated: _____

Contact Name: _____ Phone #: _____

*Banner Document Number: _____ Orgn: _____ Commodity Code: _____
(*Requisition or Encumbrance number)

**Budget Manager Approval _____ Date: _____
(**Signature necessary when no requisition is required)

Contract/Vendor Information:

Projected Annual Spend: _____
Financial Obligation: _____

Name: _____

Address: _____ MPA Date: SOW Date:

Contact Name: _____ Start: _____ Start: _____

Email: _____ End: _____ End: _____

Contract Purpose:

_____

_____

Departmental Review
(Department Head (DH) signature required - Director/VP/Dean)

	Signature	Recommend for Approval		
		Yes	No	Date
Name _____ (Print)	_____	☐	☐	_____
_____	_____	☐	☐	_____
_____	_____	☐	☐	_____
DH _____	_____	☐	☐	_____

Conditional Review
(May include IT, Marketing, etc.)

	Signature	Recommend for Approval		
		Yes	No	Date
Name _____ (Print)	_____	☐	☐	_____
_____	_____	☐	☐	_____
_____	_____	☐	☐	_____
_____	_____	☐	☐	

Mandatory Approvals

		Yes	No	Defer	Date
Risk Manager:	_____	☐	☐	☐	_____
Assistant Buyer/Contracts Assistant ($5,000):	_____	☐	☐		_____
Buyer/Sourcing Analyst ($10,000):	_____	☐	☐		_____
Sr. Buyer/Contracts Administrator ($25,000):	_____	☐	☐		_____
Procurement Manager ($50,000):	_____	☐	☐		_____
Associate Director ($100,000):	_____	☐	☐		_____
Procurement Director ($250,000):	_____	☐	☐		_____