**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\*.*

**Expenditure and Revenue Contracts SEND TO:**

[ ]  Purchasing: Chris Fendrich chris.fendrich@csupueblo.edu, 549-2054

**Purchasing will forward to Information Technology Office (IT)**

[ ]  Adam Pocius, adam.pocius@csupueblo.edu David Bartolo david.bartolo@csupueblo.edu, 549-2212

**Contracts with NO Expenditure and Revenue, SEND TO:**

[ ]  Office of the General Counsel: Cathy Sanchez, cathy.sanchez@colostate.edu , 549-2130

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

**From:**

|  |  |  |  |
| --- | --- | --- | --- |
| Department: |  | Contact: |  |
| 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 Name/Parties: |  |  |  |  |
| Address: |  |  |  |  |
| Phone: |  |  | E-mail:  |  |

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

Signature: (please route to the next department)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Routing sequence** |  |  **Date** | **Received** |  | **Date Forwarded** | **Approval/Signature** |
| [ ]  Department: (Originator) | Date |  | Initial |  |  |  |
| [ ]  Purchasing | Date |  | Initial  |  |  |  |
| [ ]  IT Review | Date |  | Initial  |  |  |  |
| [ ]  Legal Review (OGC) | Date |  | Initial  |  |  |  |
| [ ]  Signature Authority | Date |  | Initial  |  |  |  |
| [ ]  Controller | Date |  | Initial |  |  |  |

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