

CONTRACT ROUTING FORM

Office of the General Counsel (OGC)

(This routing form should only be completed and submitted with Non-Expenditure Contracts)

Date: _____

Minimum 21 days for processing. May be delayed due to additional research, discussion, clarification, etc.

Contract Number - **OGC will assign*** _____

**Use this number in subject line of emails for all correspondence related to this contract.*

From Department: _____ Originator Name: _____
Phone: _____ Email: _____

Contract information

☐ New ☐ Amendment/Renewal ☐ Revenue ☐ Termination ☐ Grant/Award ☐ Other
**ATTACH PRIOR CONTRACT
AND AMENDMENTS** Agreement _____

Effective Date: _____

End Date: _____

Vendor/Parties Name: _____
Address: _____
Phone: _____
Email: _____

This contract could involve IT installation, integration, licensing, support, consultation, or involvement

☐ Yes ☐ No

- Contract in WORD format is preferred
- Vendor should ***not*** sign before legal review in case there are revisions
- Please refrain from using DocuSign
- Fill in all missing information in Contract, i.e. entity names, notice addresses, proposed start and end dates, etc.
- Attach all exhibits or referenced documents. If links are provided in the Contract, ensure they work
- Provide other details in your email about the contract that will be helpful

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

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Send form with contract to: Office of the General Counsel: Kelli Powell, OGC_Pueblo@mail.colostate.edu, 549-2130

OGC will route to the following for approval:

Date, sign, then return to OGC	Date	Approval/Signature
☐ IT Review		
☐ Registrar Review		
☐ Legal Review		
☐ Signature Authority Approval		

☐ Fully executed contract returned to Office of the General Counsel, Date _____