Contract Routing Form - Office of the General Counsel (OGC)

**COMPLETE THIS FORM FOR ALL CONTRACTS**

|  |  |  |
| --- | --- | --- |
| Sent Date: | Click or tap to enter a date. | Minimum of two weeks to process - additional research, discussion, clarification, etc. |
|  |  | may extend the time to complete. |
|  |  |  |

Contract Number (OGC will assign # and send to originator (person submitting form)

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** Department: | Click or tap here to enter text. | Originator Name: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | DEPARTMENT SIGNATURE |  |
| E-mail: | Click or tap here to enter text. | AUTHORITY APPROVAL: | Click or tap here to enter text. |
|  |  | ***Do not use DocuSign-approval can be typed in*** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract Information:** | | Type of Contract | Click or tap here to enter text. | | |
|  | |  |  |  | |
| New | Amendment/Change | | Renewal | Termination | Grant/Award | |

|  |  |  |  |
| --- | --- | --- | --- |
| Effective Date: | Click or tap here to enter text. | Funding Source Amount: | Click or tap here to enter text. |
| End Date: | Click or tap here to enter text. | Funding Source Account #: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Vendor/Parties:** | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

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

When required, OGC will route to Purchasing and IT for review.

**IF THIS IS A GRANT/AWARD** – send to Abby Gade for review. Abby will forward to OGC [abby.gade@csupueblo.edu](mailto:abby.gade@csupueblo.edu)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grant Review | Date: |  | Approval/Signature: |  |

**Send form with contract to:** Office of the General Counsel: Cathy Sanchez, [cathy.sanchez@colostate.edu](mailto:cathy.sanchez@colostate.edu), 549-2130

\*To help speed up processing: *When possible, please submit contracts in Word format.*

*Do not have vendor sign before legal review in case there are revisions. Exception: performance event contracts*

*When asked to route to vendor for signature request that DocuSign not be used*

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**OGC will route to the following for approval:**

|  |  |  |
| --- | --- | --- |
| Date, sign, then return to OGC | Date | Approval/Signature |
| Purchasing Review |  |  |
| IT Review |  |  |
| Registrar Review |  |  |
| Legal Review |  |  |
| Controller |  |  |

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