**CONTRACT ROUTING FORM**

Sent Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Return by Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**For Expenditure and Revenue Contracts, send to:**

Purchasing: Geraldine Trujillo-Martinez, **g.trujillomartinez@csupueblo.edu**, 549-2054

**For any Information Technology Contracts, send to:**

Information Technology Office, Chris Milliken, [chris.milliken@csupueblo.edu](mailto:chris.milliken@csupueblo.edu) 549-2212

**For all other Contracts, send to:**

Office of General Counsel: Johnna Doyle, [Johnna.Doyle@c](mailto:Johnna.Doyle@c)olostate.edu, 549-2130

From:

Department/Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract Information**

**[[1]](#footnote-1)\*Type of Contract**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New  Amendment/Change Order  Renewal  Termination

Effective date: \_\_\_\_\_\_\_\_\_\_\_ **Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Please Complete Funding Source)**

End date: \_\_\_\_\_\_\_\_\_\_\_ **Account #:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Amount & Account**

Vendor/Parties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OGC INSTRUCTIONS ON REVIEW:**

Signature: (please route to the next checked 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 \_\_\_\_\_\_ |  |  |

Return to Purchasing and/or Office of General Counsel, Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contract, Revenue, Expenditure, Other; Agreement; Memorandum of Understanding (MOU); Memorandum of Agreement (MOA); License; Internship; Intergovernmental Agreement (IGA); Other [↑](#footnote-ref-1)