

CONTRACT ROUTING COVER SHEET

All University contracts are to be routed through the office of the vice president & general counsel, Matthew Heeren, for review and processing. Please send this completed cover sheet, along with the contract, to Ashlea Costello by email (acostello@atsu.edu) or by interoffice mail.

Following review, if the vice president & general counsel requires changes to the contract, he will contact the responsible employee. Ashlea Costello will route the contract to the appropriate signatory. The signed contract will be returned to the responsible employee by email. The following positions are the only positions with the authority to sign University contracts: president, senior vice president-academic affairs (academic contracts only), and vice president for finance & administration/CFO.

Requesting Department: _____ Dept. Code: _____

Responsible Employee: _____ Phone Number: _____

Vendor Contact Information (vendor name, individual name, phone & email): _____

Description of Contract/Purpose: _____

Contract Amount: _____ Contract Start & End Dates: _____

Certifications by President’s Cabinet Member/Dean

Yes No

1. The written contract conforms to the understanding of the parties, and ATSU is able to meet the obligations imposed by the contract.
2. Does a conflict of interest exist as defined in ATSU Policy No. 10-212? If so, please attach explanation as to how the conflict was mitigated.
3. Does the contract include the purchase of alcohol? See General Order 95-101. If yes, please attach a copy of the form with the appropriate signatures.
4. Do the payment terms of this agreement extend beyond the current fiscal year?
5. Will the vendor have access to confidential information (e.g. protected health information, personal or university financial information, or protected student information)?
If yes, is a separate confidentiality or Business Associate Agreement necessary?
6. Does this contract include any application software, systems, or information service component(s)?
Has an application overview been completed and attached?
Has a formal cybersecurity review been completed by ITS?

Authorization by President’s Cabinet Member/Dean

I have read the contract in its entirety, approve its content, and affirm the department budget is adequate to cover the financial obligations of the contract, if any.

President’s Cabinet Member/ Dean

Approved as to legal form and sufficiency: _____ Date: _____

Matthew Heeren, vice president & general counsel

Route for signature: DF NG CP