

**PLEASE NOTE: The Coastal Carolina University President, his designee, or the Executive Vice President are the ONLY persons authorized to execute contracts and agreements for the University.**



# Contract/Agreement Routing and Approval Form

Please attach at least ONE entire original contract/agreement with all supporting documentation.

<b>TO BE COMPLETED FULLY BY REQUESTING DEPARTMENT</b>		
Vendor Name:	Date:	Ext.:
Initiated By:		
Comments:		
Cost Center Director Approval:	Date:	Ext.:
Comments:		
ITS Approval (if necessary):	Date:	Ext.:
Comments:		
Sponsored Programs and Research Services (if necessary):		
Comments:		
Procurement Approval:	Date:	Purchase Order Number:
Comments:		

**AFTER COMPLETING THE ABOVE PROCESSES, PLEASE FORWARD TO  
THE OFFICE OF UNIVERSITY COUNSEL.**

**\*\*Please understand the Office of University Counsel reviews and approves contracts and contract requests as to the legality of the contract. An approval from the Office of University Counsel is not an approval or endorsement of the program, activity, or product being purchased or negotiated. The approval to proceed and obtain signatures on the document means only that it is legal for the department's contract to be signed, not that the agreement should be entered into from an operational standpoint.\*\***

<b>APPROVALS</b>	
Office of University Counsel:	Date:
Comments:	
<i>Revised July 2017</i>	