**Business Contract Routing Form**

Instructions: University business contracts, regardless of value, are to be routed through the Department of Procurement Services and Office of General Counsel for review and processing. This form standardizes that process and is to be used as the cover sheet to ensure the complete review by appropriate campus offices. Ref: University Contract Policy @ [http://policies.cua.edu/finance/finance/Contracts/Contract.cfm](http://policies.cua.edu/finance/finance/Contracts/Contract.cfm) and University Procurement Policy @ [http://policies.cua.edu/finance/purchasing/Procurement/Full-Procurement.cfm](http://policies.cua.edu/finance/purchasing/Procurement/Full-Procurement.cfm)

<table>
<thead>
<tr>
<th>Date prepared: ___________</th>
<th>Date Required: ___________</th>
<th>Requisition Nbr: ___________</th>
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**REQUESTING DEPARTMENT:**
Department: __________________
Contact Name: __________________
Phone #: __________________

**CONTRACTOR/VENDOR:**
Name: __________________
Address: __________________

**Description of item/services or University commitment required:** __________________________________________________________

**MANDATORY ROUTING:**

1. __________________
   Procurement Services Dept. / Date

2. __________________
   General Counsel / Date / File Nbr.

3. __________________
   Director of Procurement Services / Date

4. __________________
   Associate VP, Business Services / Date
   (contracts over $50,000 & service agreements)

5. __________________
   VP, Finance and Administration / Date
   (contracts over $75,000 & service agreements)

**SITUATIONAL ROUTING:**

☐ __________________
   Budget Office / Date (Capital Funding)

☐ __________________
   Office of Risk Management / Date (Insurance/safety issues)

☐ __________________
   CPIT / Date (IT- comms. hardware/services)

☐ __________________
   HR Office / Date (Temp Services)

☐ __________________
   Other / Date

**CONTRACT #: ________________**

**PO NUMBER:**
Sole Source Requirement? □ N/A □ Yes □ No
Excluded Parties List (EPLS) □ Yes □ No

**COST ESTIMATE:** __________________
Business Contract Routing Instructions

**General.** The attached Business Contract Routing Sheet is to be used to ensure distribution through the appropriate campus offices. University business contracts, regardless of value, and all service agreements must be routed to the Department of Procurement Services and the Office of General Counsel (OGC) for processing and review. Refer to the following policies: University Contract Policy @ [http://policies.cua.edu/finance/finance/Contracts/Contract.cfm](http://policies.cua.edu/finance/finance/Contracts/Contract.cfm) and University Procurement Policy @ [http://policies.cua.edu/finance/purchasing/Procurement//FullProcurement.cfm](http://policies.cua.edu/finance/purchasing/Procurement//FullProcurement.cfm).

**Contract Initiation.** Before negotiation on a contract can be initiated, University funds need to be encumbered via Cardinal Financials. This ensures funds are placed to meet the financial requirements of the contract and that they can not be used for other requirements. If you are not familiar with the Cardinal Financials System, contact the Department of Procurement Services at x5044 and training will be arranged. If the contract request is a revenue-generating project, a trade-out service, or other no-charge service agreement, it must still be processed through the Department of Procurement Services and OGC for proper authorization and assignment of a university contract number.

Upon departmental approval of the electronic requisition, the request automatically routes to the Department of Procurement Services who work with the department to:

1. Determine most efficient methods for contract completion;
2. Ensure compliance with CUA purchasing regulations and best value practices;
3. Accurately define Statement of Services/Scope of Work while fully protecting the interests of the university;

In cases of construction or other facility related projects, the Department of Facilities Planning and Construction will develop and negotiate contracts up to agreement finalization and formal execution. This routing form will be used as the cover sheet on the contract file to guide and document all reviews and approvals.

**Optional Reviews.** Depending on the nature of the contract, the Department of Procurement Services may request a review from other appropriate departments and university experts (i.e. CPIT, HR, Risk Management, Public Safety, Environmental Safety, Facilities, etc.).

**Departmental Approval Required.** The Department of Procurement Services will maintain continuous consultation with the requesting department and OGC during negotiations to ensure changes and updates are approved. Both the requesting department and OGC will approve the final version.

**Finalizing the Agreement.** Subject to any unusual circumstances or unless requested otherwise, the Department of Procurement Services will facilitate final negotiation with the vendor. Depending on the specific circumstances, either the vendor or CUA can be the first to sign the agreement.

**Executing the Agreement - Who can Sign?** Upon completed negotiation, the Department of Procurement Services will route the Agreement for vendor signature and official CUA authorization. University financial policies require that only individuals with a written delegation of authority from the University President may execute and deliver business contracts on behalf of the University. The following positions are currently so authorized: Vice President, Finance and Administration, Associate Vice President, Business Services and Risk Management (contracts up to $75,000) and Director of Procurement Services (contracts up to $50,000).

**Filing of an Executed Agreement:** Upon final signature and execution of the contract, the original agreement will be maintained in central files by the Department of Procurement Services with copies distributed to the originating department and OGC.