



Please click here for form Information & help: [Contract Review and Approval Process Summary](#) (opens in a new window)

Requesting Department

Department Name		Room/Building	
Contact Person		Telephone	
E-Mail Address		Fax	

Contractor Information

Contractor Name		Telephone		Source of Funding:
Contact Person				
Address		Fax		
E-Mail Address				

Contract Description

Purpose of Contract:		Benefit to University:	Academic	Research
			Operational	Other
Contract Amount:	<i>Annual Cost</i>	<i>Total Cost</i>	Start Date: mm/dd/yyyy	End Date: mm/dd/yyyy
Requisition Number	(Required for Expenditure Contracts)			
Is this a "Sole Source" contract?	N/A (contract <\$10K) No Yes If yes, justification must be provided			
Is your Attestation Re Personnel Used in Contract Performance attached? (Required for Personal Service, Professional Service, Consultant Service Contracts, and all contracts for acquisition of hardware, software and related services)	No Yes			
Will any University data be released as a result of this contract?	No Yes (If yes, appropriate ITS approval required in "Contract Routing and Approvals" section below.)			
Will any student information be released as result of the contract?	No Yes			
What other departments are affected by this contract?				
Specify the individual in your department (Contract Monitor) responsible for ensuring receipt of goods/services contracted for under this agreement:				
Specify an Alternate Contract Monitor:				
Specify the frequency of monitoring (quarterly, semi-annually, annually, etc.):				

Please proceed to [this link](#) to complete and submit the Contract Monitoring Plan as proposed.

I certify that I have read the attached contract/agreement and that the requesting department will comply with all its requirements and have notified any other departments affected by this contract/agreement. I recognize that while the Procurement and Contract Services, Business Services, ITS, or the Office of Legal Counsel may analyze the contract from a legal or policy perspective, it is the requesting department's responsibility to (a) ensure the specifications are sufficient and/or practical for department need; (b) funds are available; (c) monitor compliance, expiration, and payment; and (d) ensure no violation of University policies and procedures in connection with this contract, including the policies on UM1692: Conflict of Interest and UM1691: Campus Data Security.

Requesting Department:	_____	_____
	Department Contact/Contract Monitor	Date
Approved By:	_____	_____
	Financial Manager / Director / Department Chair	Date
Approved By:	_____	_____
	Dean/Assistant Vice President (If \$50,000 or more)	Date
Approved By:	_____	_____
	Vice President / Provost (If \$100,000 or more)	Date

Contract Routing and Approvals

<i>Type of Contract (Select One)</i>	<i>Routing Sequence</i>	<i>Approvals</i>	<i>Date</i>
A. Standard Contracts and Vendor-Generated Contracts Clinical Affiliation IT Products (Computer Hardware, Software, IT Services, Cloud Environments, etc.) Services (Banking, Dining, Equipment Maintenance, etc.) Continuing Education Dual Service Facilities Use Personal, Professional, and Consultant Services	1. Procurement and Contract Services (678-2265) 2. Legal Counsel (if applicable) 3. Business Services (if applicable) 4. ITS (Hardware or Software)		
B. Specific Non-Standard Contracts Music Performance License Partnership Performance Real Property Lease	1. Business Services (678-2307) 2. Legal Counsel (if applicable)		
C. All Other Non-Standard Contracts	1. Legal Counsel (678-2155) 2. Business Services (if applicable) 3. ITS (Hardware or Software)		

For Office Use Only: Contract Number _____ Purchase Order Number _____

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