

Contract Cover Sheet and Routing Form - P&C August 2015

Department: _____	College/Unit: _____
Primary Requestor: _____	Department Contact: _____
Consultant/Vendor Name: _____	Department Phone #: _____
Consultant/Vendor Address: _____	Contract # _____
Consultant/Vendor Phone #: _____	(Extensions/Addendums): _____

The department contact will receive the contract back once it is signed by Procurement and Contracts. The Primary Requestor is the person requesting that the contract be approved.

Description of Consulting/Contract Services:

Reminder Notice Requested: YES: _____ NO: _____ When: _____

Term of Contract: Start Date: _____ End Date: _____

Total Anticipated Cost: MSU Fund/Account Number(s):

Revenue Contract -anticipated revenue:

Contract Administrator Duties Required if over \$25K or Revenue:

By signing below, I certify that I am not aware of any conflict of interest, as defined by MSU Policy 60-416 and other applicable Mississippi law, resulting from entering into this contract. Specifically, I do not have and am not aware of any other person involved in the solicitation, selection or approval of this contract who has (1) an association with or a material financial interest in the contracting company or other companies associated with the contract; (2) a relative (including spouse or parent, child, or sibling (or spouse of any of those persons)) with an association with or a material financial interest in the contracting company or in other companies associated with this contract; or (3) any negotiations or arrangements related to prospective employment with the bidding company.

Approvals	Contract Amount	Name (Printed or typed)	Signature	Date
Primary Requestor	ALL			
Department Head	ALL			
Contract Administrator	\$25K or Revenue			
Director	\$5K & UP			
Dean	\$5K & UP			
Provost/EVP or Appropriate VP	OVER \$50K			

The following is to be completed by Procurement & Contracts

Contract Number: Date Received:

Routing Instructions:

Waiting for Vendor Signature: Reviewed by:

Completed:

Comments: