

## Contract Cover Sheet and Routing Form – P&C December 2021

Department: \_\_\_\_\_ Original Contract for Extension/Addendum: \_\_\_\_\_

Primary Requestor: \_\_\_\_\_ Consultant/Vendor Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Consultant Vendor Address: \_\_\_\_\_

Department Phone #: \_\_\_\_\_

Consultant/Vendor Phone : \_\_\_\_\_

The department contact will receive the contract back when signed by Procurement & Contracts. The Primary Requestor is the person requesting approval of the contract. The proposed contract should be attached, and the Classification Checklist should be approved and attached for all individuals providing services.

**Brief Description of Consulting/Contract Services:**

Is the individual or business a resident of another country? Yes \_\_\_\_\_ No \_\_\_\_\_

Renewal Notice Required: Yes \_\_\_\_\_ No \_\_\_\_\_ When?: \_\_\_\_\_

Term of Contract: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Total Anticipated Cost: \_\_\_\_\_ MSU Fund/Account #: \_\_\_\_\_

Anticipated Revenue \_\_\_\_\_ Using Federal Funds: Yes \_\_\_\_\_ No \_\_\_\_\_

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 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 and Up	_____	_____	_____
Director	\$5k and Up	_____	_____	_____
Dean	\$5k and Up	_____	_____	_____
Provost/EVP or VP	Over \$50k	_____	_____	_____

The following is for Procurement & Contracts internal use only:

Contract Number \_\_\_\_\_ Date Received \_\_\_\_\_ Reviewed By \_\_\_\_\_

Routing Instructions \_\_\_\_\_

Comments \_\_\_\_\_

Send to IHL when Complete \_\_\_\_\_ Waiting on Vendor Signature \_\_\_\_\_ Complete \_\_\_\_\_