

## Contract Cover Sheet and Routing Form - P&C May 2018

Department: \_\_\_\_\_ College/Unit: \_\_\_\_\_  
 Primary Requestor: \_\_\_\_\_ Department Contact: \_\_\_\_\_  
 Consultant/Vendor Name: \_\_\_\_\_ Department Phone #: \_\_\_\_\_  
 Consultant/Vendor Address: \_\_\_\_\_ Original Contract# for Extensions/Addendums: \_\_\_\_\_

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

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

Brief Description of Consulting/Contract Services:

Renewal Notice Requested: YES: \_\_\_\_\_ NO: \_\_\_\_\_ When: \_\_\_\_\_

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

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

Revenue Contract -anticipated revenue: \_\_\_\_\_ Using Federal Funds: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Contract Administrator Duties Required if over \$25K or UP

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 & UP			
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:

Reviewed by: \_\_\_\_\_  
 Send to IHL when complete:   
 Waiting for Vendor Signature:   
 Completed:

Comments: