

Contract Cover Sheet and Routing Form – P&C Sept 2019

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:

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 _____