This form is designed for use in routing contracts with facilities that provide educational experiences for our students and for professional services. These contracts include those with hospitals who serve dietetics, health information management, medical technology, and nursing, as well as other facilities.

Name of Person Initiating the Routing Process ____________________________________________

Name of Academic Unit ________________________________________________________________

Name of Academic Program _____________________________________________________________

Account used to pay contract ___________________________________________________________

Other Party (on contract) _______________________________________________________________

Purpose of contract or work to be performed or services offered _____________________________

In Section “Contract” Be it known that on this ____________________________

Amount of Contract $ _____________________ Account used to pay contract: ___________________

Beginning Date of Contract ________________ Ending Date of Contract _______________________

The attached is (check one)

_____ New Contract

_____ Previously approved contract that has NOT been modified

_____ Previously approved contract that has been modified

The attached document has been reviewed and approval is recommended by the following:

Department Head ____________________________ Date ______________

Dean ____________________________ Date ______________

Appropriate Vice President ____________________________ Date ______________

Finance & Admin. Vice President ____________________________ Date ______________

Once the contract is approved by the Administrative Services Vice President, it will be forwarded to the President for his signature. The President will return the signed contract to the person initiating the routing process.

Note: It is suggested that a minimum of three original copies of contract be prepared.
One for the “Other Party” and two for the initiating Department.

February 26, 2010