



## CONTRACT ROUTING FORM

College of Applied and Natural Sciences  
Louisiana Tech University

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