

APPENDIX C

CONTRACT TERM SHEET

The Business Owner, as defined by the Signature Authority Policy, shall complete the below information. A completed contract term sheet, agreement, and all pertinent attachments must be received before assignment to an attorney for review.

Requestor/Dept.	
Requested Due Date	
Contracting Party Name(s)	
Contact Information	
Purpose	
ROI or Business Justification	
Key Terms	
Monetary Terms	
State Authorization: New location or new training/advising/classes component at location?	
Documents Attached	
Previous Reviewers	
Stakeholders/ Depts Impacted	
Attorney Notes	

ROUTING SHEET

Please indicate below who has reviewed and approved the contract as per the Signature Authority Policy. Please amend office and tailor to the needs of your contract.

Review Needed	Office	Reviewer's Name	Date Reviewed	Comment
	President			
	COO			
	CGAO			
	CFO			
	CAO			
	OED			
	VPASQ			
	CMO			
	GMO			
	CSAO			
	Legal Affairs			
	Acad Affairs/ Dean			
	Dept:			