

VENDOR CONTRACT CONTROL FORM

(Include form with Contract for review)

Section I. Contract Information

Contract Vendor/Payor/Payee _____

Department Manager responsible for contract: _____

Effective Date _____ Term of Contract _____

Cost Center: _____ Total Amount: \$ _____ Expensed out over _____ months

- Check box:
 New contract
 Amendment
 Renewal
 Addendum

Type of contract:

- | | | |
|-----------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Equipment maintenance/service | <input type="checkbox"/> Software/Hardware | <input type="checkbox"/> Consumables agreement |
| <input type="checkbox"/> Lease/rental operating agreement | <input type="checkbox"/> Recruitment/Staffing | <input type="checkbox"/> Grant |
| <input type="checkbox"/> Lease/rental capital equipment | <input type="checkbox"/> Accreditation | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Professional services | <input type="checkbox"/> Governmental | <input type="checkbox"/> Consumables agreement with equipment |
| <input type="checkbox"/> MOU | <input type="checkbox"/> Other: _____ | |

Section II. Contract Review

1. Check those involved in creating/implementing contract:

- Department Manager
- Plant Services
- Information Technology Services
- Administrative Services (Risk/Legal)
- Business Services

2. Review needed in following order by:

Division Dean/Supervisor	_____	_____
	Signature	Date
VP Administrative Services	_____	_____
	Signature	Date
Executive Team Member	_____	_____
	Signature	Date

Check department(s) needing a copy of executed contract

- | | |
|-------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Business Services |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Human Resources | |
| <input type="checkbox"/> Plant Services | |
| <input type="checkbox"/> Other _____ | |

- Date Recd: _____
- Signed by Executive
- Logged into vendor contract library
- PO # _____
- Date copies distributed: _____

Original Contract location:

- Administrative Services
- Plant Services
- Human Resources
- Information Technology Services

Attach Board Resolution to Tracking System- if applicable