



AUGUSTA UNIVERSITY

OFFICE OF LEGAL AFFAIRS CONTRACT ROUTING AND APPROVAL FORM

Please complete and contact Legal at 706-721-4018 or legal@augusta.edu with questions.

Who at AU authorized this Contract?

When should Contract start?

When should Contract end?

Is the Contract **New** **Renewal** (original attached) **Amendment** (original attached)

Who is the other party?

Name:
Address:
Country:

Who is your contact at the other Party?

Name:
Email:
Phone:

Who at AU can answer our questions about this contract?

Name:
Email:
Phone:

REQUIRED PRE-APPROVALS AND SIGNATURES

ADMINISTRATOR INITIATING THE CONTRACT

- I accept responsibility for having the Contract signed by AU and the other Party **and sending the fully signed Contract back to Legal.**

Signature and Printed Name: _____

Department: _____

Date: _____

DEAN OR VICE PRESIDENT PRE-APPROVING THE CONTRACT

- I have read the Contract and approve AU entering into the Contract.
- I believe the Contract is in AU's interest, consistent with AU's mission, and AU can perform.
- I accept responsibility for performing the obligations of the Contract that AU's Office of Legal Affairs will negotiate, and will question AU's Office of Legal Affairs if I do not understand any Contract provision or obligation.

Signature and Printed Name: _____

Department: _____

Date: _____

OTHER REQUIRED PRE-APPROVALS BEFORE SENDING TO LEGAL

- (i) **IT** if the Contract includes software ITANDDATAREVIEW@augusta.edu
 No Objection **Objections describe**

Name: _____ Signature: _____

- (ii) **Privacy** if the Contract contains **data or sensitive information (PII or PHI)**
privacy@augusta.edu

No Objection **Objections describe**

Name: _____ Signature: _____

- (iii) **Sponsored Programs** if the Contract is for **Research** ogc@augusta.edu
 No Objection **Objections describe**

Name: _____ Signature: _____

- (iv) **Finance** if the contract **cost or payment is ≥ \$100,000.00** cwarner1@augusta.edu
 No Objection **Objections describe**

Name: _____ Signature: _____

Once Pre-Approved, please send this completed form with the contract (PDF and WORD) + attachments + any prior contracts that are related to legal@augusta.edu

When negotiations are complete, and you approve Legal will send the Contract in BoxSign for AU's signature.

YOU ARE RESPONSIBLE TO THEN SEND THE CONTRACT TO THE OTHER PARTY FOR SIGNATURE, TO FOLLOW UP IF NEEDED, AND TO SEND LEGAL THE FULLY SIGNED CONTRACT

OFFICE OF LEGAL AFFAIRS USE ONLY

Number: _____ Attorney: _____ Date Received: _____

The undersigned attorney has reviewed, negotiated, and approved this Contract:

Attorney approval: _____ Date: _____

Contract Signatory: _____