## Augusta University

## CONTRACT ROUTING AND APPROVAL FORM

Please complete this form and obtain all necessary approvals and signatures in boxes 1 - 3. <u>ATTACH ORIGINAL CONTRACT</u> (with all accompanying exhibits, attachments, and all other documents incorporated by reference in the contract) to this completed Form before submitting the package to the Office of Legal Affairs.

submitting the package to the Office of Legal Aff	<i>an 5</i> .					
1. GENERAL INFORMATION						
<b>Type of Contract / Brief Description:</b>						
Contract Period: Start :	End:					
Other Contracting Party:						
Is the Other Contracting Party a nonprofit organization? (yes) (no)						
Augusta University Contact Person For Contr	act:					
8	(Name)	(Title)	(Phone)	(E-mail)		
		<b>`</b>				
	School/Center/Institute	e) (Depai	rtment)			
2. CERTIFICATION BY RESPONSIBLE A	UGUSTA UNIVERSI	ITY PERSONNEL				
I have read the attached contract in its entirety. The contract accurately describes the agreement between the parties, including goods and/or services provided (for example, description of goods, delivery terms, statement of work) and obligations imposed (for example, manner and dates of payment, confidentiality provisions). I believe that the contract is in Augusta University's best interest that the activity is consistent with Augusta University's mission, and that Augusta University can perform its obligations in the contract. I accept responsibility for routing this contract and for managing it if it is executed.						
(Signature)       (Date)         Approval by Dean of School / Vice President:       The attached contract is approved. It is appropriate and necessary to the School's /Augusta         University's mission and priorities and such entity can furnish the services, materials, and/or funds designated in the contract.						
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4. REVIEW BY OFFICE OF LEGAL AFFAIRS (for OLA use only)	
Received by OLA:         Assigned to         on         Review completed onby	
WORD Document Requested from Originating Department by OLA:	
Word Document Requested from originating Department by OLA.	
Returned to Originating Dept: Received back from Originating Dept:	
Original contracts cont to [ ] Office of the Dussident [ ] Office of the Dusset [ ] (other) for simulations	
Original contracts sent to: [ ] Office of the President, [ ] Office of the Provost, [ ] (other) for signature:	
PLEASE RETURN ALL SIGNED ORIGINALS TO	
THE OFFICE OF LEGAL AFFAIRS.	
"Augusta University signed only" originals returned to Originating Dept. on:	
"Signed by both parties" originals returned to OLA on:	
Office of Legal Affairs comments:	
ornee of Elegar Arnan's comments.	
Office of Legal Affairs * 1120 15 <sup>th</sup> St., AA2028 * Augusta, GA 30912-7615	
Phone: (706) 721-4018 * Fax: (706) 721-8014 * e-mail: legal@augusta.edu	