

Montclair State University Contract Approval Sheet

Must Be Completed Prior to Submission to the Office of University Counsel

For Review of All Contracts

1. Individual initiating contract: _____
2. Does this contract require: a) _____ MSU to purchase goods or services that are either less than the bid threshold or qualify as a waiver of advertising under the Procurement Policies (http://www.montclair.edu/media/montclair.edu/financetreasurer/forms/procurementforms/Procurement_Policies.pdf); b) _____ MSU to accept a grant award or subaward; c) _____ Funding of research; d) _____ Create an academic program with another institution; e) _____ Establish an internship?
3. Purpose and summary of contract terms and conditions (attach additional pages if necessary):
4. Did the party to the contract sign MSU's standard terms and conditions? Yes _____ No _____
5. Is this contract pursuant to: a) Purchase Order _____; b) Request for Proposals _____; or c) Request for Qualifications _____? If so, please provide the PO, RFP or RFQ number:
_____.
6. Does this contract require Board of Trustee approval? If yes, the Board did/will be requested to grant approval on _____.
7. With the exception of subsection (d) applicable to Procurement Services, all individuals signing in Section 8 below acknowledge and agree to the following:
a) I have read, understand and approve the terms and conditions of the contract; b) I believe MSU can do all that it is required to do in this contract in the time frames specified; c) I have verified that the departments involved in administering or implementing this contract can do what is required (See "Contract Management Policy" - <http://www.montclair.edu/media/montclair.edu/financetreasurer/forms/accountingsvcs/ContractManagementPolicy.pdf>); d) I have verified that this contract either (check one) _____ complies with MSU's Procurement Policies or _____ is not subject to MSU's Procurement Policies; e) I have determined that it is in the best interest of the University to enter into this contract.

8. Approvals and Authorizations

Contracts that involve the payment of money by the University:

Signature _____
Date _____

A. Individual Initiating Contact _____

B. Procurement Services _____

C. Dean _____

D. Vice President _____

Academic Programs and Affiliation Agreements

Signature _____
Date _____

A. Individual Initiating Contact _____

B. Department Chair _____

C. Dean of College/School _____

D. Provost _____

Grants/Research Agreements

Signature _____
Date _____

A. Individual Initiating Contact _____

B. Department Chair _____

C. Director of OSRP _____

D. Provost _____

The Office of University Counsel approves the attached contract for signature by:

Signature

Date

University Counsel _____
