|  |
| --- |
| Date:  |
| Requesting Department: Facilities and Services |
| Contact Name & Phone Number:  |
| Contractor:  |
| Brief description:  |
| Amount of Contract: $ |
| Term:  |

|  |  |
| --- | --- |
|[ ]  Agreement Authorization (>$60,000 with revised T & C’s) |[ ]  Procurement Exempt |
|[ ]  Maintenance Agreement/Renewal and leases (>$60,000) |[ ]  Change Order (>$60,000) |
|[ ]  Professional Service Contract (>$20,000) |[ ]  Debarment  |
|[ ]  Other: Master Architect and Engineer Agreement |  |  |

***Please Forward to Next Reviewer/Approver.***

|  |  |  |
| --- | --- | --- |
| ***Procurement Services*** | ***Date of Approval*** | ***Comments:*** |
| **Procurement Services***Signature:* **Name:**  | Date:  |  |

|  |  |  |
| --- | --- | --- |
| ***Approved By:*** | ***Date of Approval*** | ***Comments:*** |
| **Accounting and Financial Reporting***Signature:* **Name** | Date Approved:  |  |

|  |  |  |
| --- | --- | --- |
| ***Approved By (if applicable):*** | ***Date of Approval*** | ***Comments:*** |
| **Associate Vice President***Signature:* **Bart Lane** | Date Approved:  |  |