|  |
| --- |
| 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: |  |