

**Bowling Green State University  
Division of Student Affairs**

**Contract Approval Sheet  
Long-Form**

(For use with contracts involving payments greater than \$2,500)

1. Department submitting contract: \_\_\_\_\_
  
2. Individual submitting contract: \_\_\_\_\_
  
3. Does this require the institution to pay another party?                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
Area/org of account to be charged \_\_\_\_\_
  
4. Name, address and phone number of other party or parties to the contract:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Purpose of contract: \_\_\_\_\_  
\_\_\_\_\_
  
6. Is this contract a (check all that apply):  
Standard form agreement \_\_\_\_\_  
Renewal of an existing contract \_\_\_\_\_  
Modification (amendment, extension) of an existing contract \_\_\_\_\_  
On an attached photocopy of the agreement, please circle or highlight which if any pre-printed or prior terms have been changed.
  
7. The major financial terms are: \_\_\_\_\_
  
8. Period of performance: \_\_\_\_\_
  
9. Is this contract written pursuant to a Request for Bids?                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
If yes, please attach. If no, please explain.
  
10. This contract obligates \_\_\_\_\_ does not obligate \_\_\_\_\_ the Institution to make payments beyond the next two years; therefore, page \_\_\_\_\_ (cite page number) of the contract contains a clause allowing the Institution to terminate the contract for non-appropriation of funds. (Note: non-appropriation clause is mandatory.)
  
11. \_\_\_\_\_ copies of this Contract must be signed.

12. The executed copies go to: \_\_\_\_\_

13. To be completed by the individual submitting the contract:

I believe the Institution can do all that it is required to do in this contract in the time frames allowed, except that I am uncertain about (list items):

\_\_\_\_\_

I have checked with the following other departments involved in administering or implementing this contract to ensure they can do what is required:

\_\_\_\_\_

There are no additional oral explanations or promises that I or the other party have made which are needed to make this contract work except:

\_\_\_\_\_

14. Approvals and Authorizations

Institutional Official

Signature

Date

A. Director \_\_\_\_\_

B. Assistant/Associate  
Vice President for  
Student Affairs \_\_\_\_\_

C. Vice President for  
Student Affairs \_\_\_\_\_

D. Finance or Purchasing  
(if applicable) \_\_\_\_\_

E. Risk Management  
(if applicable) \_\_\_\_\_

F. General Counsel  
(if applicable) \_\_\_\_\_

G. Is approval by President required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, it is signed and hereby authorized:

\_\_\_\_\_, President

H. Is the Board of Trustees' approval required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, it is signed and hereby authorized for transmission to the Board:

\_\_\_\_\_, President

I. Has this contract received Board approval before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the prior Board approval (e.g., minutes) is (are) attached.