Bowling Green State University  
Division of Student Affairs  

Contract Approval Sheet  
Long-Form  

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

1. Department submitting contract: ____________________________________________________________

2. Individual submitting contract: ____________________________________________________________

3. Does this require the institution to pay another party? ___ Yes ___ No

   Fund/Department/Program Code to be charged: ________________________________

4. Name/Addresses, **phone numbers** of 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 parties have made which are needed to make this contract work except:


14. Approvals and Authorizations

<table>
<thead>
<tr>
<th>Institutional Official</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>A. Initiator</td>
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<td>B. Supervisor/Dept. Head</td>
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<td>C. Purchasing (if applicable)</td>
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<td>D. Vice President for Student Affairs</td>
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<td>E. Finance or Purchasing (if applicable)</td>
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<td>F. Risk Management (if applicable)</td>
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<td>G. General Counsel (if applicable)</td>
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<td>H. Is approval by President required?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>I. Is the Board of Trustees’ approval required?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>J. Has this contract received Board approval before?</td>
<td>Yes</td>
<td>No</td>
</tr>
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If yes, it is signed and hereby authorized:


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