Bowling Green State University  
Division of Student Affairs  

Contract Approval Sheet  
Short-Form  

(For use with contracts involving payment of $2,500 or less)

1. Department and individual submitting contract:

2. Does the contract require the University to pay another party? ___ yes ___ no

   Fund/Department/Project Code to be charged: _______________________

3. Names/Addresses, phone numbers of other parties to contract:

   ____________________________________________

   ____________________________________________

4. Briefly explain the purpose of the contract, including financial terms and other aspects of the contract that you deem important.

   ____________________________________________

   ____________________________________________

5. Period of performance set forth in the contract:

   ____________________________________________

6. 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-appropriate clause is mandatory).

7. Approvals/Authorizations

<table>
<thead>
<tr>
<th>Institutional Official</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>A. Initiator</td>
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<tr>
<td>B. Supervisor/Dept. Head</td>
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<td>B. Purchasing (if applicable)</td>
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<tr>
<td>C. Vice President for Student Affairs</td>
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