



Contract Authorization Form

The purpose of this form is to summarize for internal reviewers information pertinent for the generation of a contract.

A contract is an instrument used for the procurement of a product or service with the expectation that specific outputs by both Winthrop and the sponsor will be delivered during a stated timeline. All contracts must be reviewed and signed by the President or Chief of Staff as required and executed by the sponsor before work can commence, as specified in the contract policy. Contact Office of General Counsel with questions. X2225

Responsible Office

Responsible Individual: _____

Email: _____ Phone: _____ Department/Office: _____

Contract Information

Contract Title: _____

Company: _____

Contact Name: _____ Contact Title: _____

Address: _____

Phone: _____ Email: _____

Contract Period: _____

Contract Amount: _____

Check if estimate:

Contract Type

MOU/MOA: This is an agreement between parties without the use of financial exchange

Revenue Generating: This is an agreement that earns the university money

Revenue Expense: This is an agreement that has the university spend money

Grant: This is funded by an outside source; not associated with WU finance

Internship: Agreement for a professional learning experience for students

Other: _____



Office of General Counsel

Budget

Will this contract cost more than \$100,000 per life of contract? Yes No

*All contracts over the specified amount will need to go to the Board of Trustees for approval

Does your current budget reflect the ability to execute this contract? Yes No

Budget to be utilized? (i.e. 111020-0000-000): _____

Provide a brief Scope of Work.

Other

Will this contract require IT support/review? Yes No

Please send the completed form and contract draft to Office of General Counsel for review and set-up for e-signature approval in Adobe Sign.

Signatures

Responsible Individual _____ Date _____

Counsel _____ Date _____

Provost (if applicable) _____ Date _____

President _____ Date _____

Board Chair* _____ Date _____

*Only needed if over \$100,000