

**CONTRACT REVIEW & APPROVAL FORM
BOARD AGENDA ITEM**

To: Contract Services, Room A-130, Ext. 2129

Date: _____

Department: _____ Requester Name: _____

Telephone Extension: _____ Campus Location: _____

SUBJECT: _____

Brief description of request

Request is made for the following: Check all applicable boxes and complete, in FULL, all parts below.

Drafting of Board Agenda Item

Drafting of contract in its entirety

Contract Review & Signature

Assistance in contract negotiations

PART 1: Type of Document: (attach all related documents and check all applicable boxes)

Contract from Outside Party

General literature describing proposed Contract

Contract proposed by requesting Party

District Standard Contract

PART 2: PRIORITY:

No Priority

Priority: Required Date/Deadline

PART 3: Description/Purpose of Document: _____

PART 4: Contract (vendor/contractor/professional services provider) Information:

Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Telephone: _____

Authorized Signer: Name: _____ Title: _____

Email Address: _____ *(If multiple signers, provide in body of email the additional signers information)*

Start Date: _____ End Date: _____ Not to Exceed Amount: _____

PART 5: Account String:

Account _____ Fund _____ Dept/Org _____ Program _____ Class _____ Proj/Grant _____

Signatures Required:

_____ Date: _____

Department Supervisor / Chairperson

_____ Date: _____

Department Director/Division Dean

_____ Date: _____

Vice President

NOTE: Submit the completed and signed Contract Review and Approval Form, and attach as a separate pdf file the proposed contract/agreement/documentation, to Contract Services at contracts@palomar.edu for review and processing. The office of Contract Services facilitates final contract language and prepares documents for signatures and routing in order to secure District approvals.

Office of Contract Services Use Only	
Dated Recv'd	
Reviewed By	
For Signature	
Returned To:	
GB Date: _____	
60 day	Pre-Approval