



SOUTHWESTERN UNIVERSITY

How to Complete the Contract Approval Form

1. General Instructions (Read First)

- This form is required for **all contracts** \geq **\$5,000**.
- The form must be completed **before** signing the contract or submitting a requisition.

Submission Process

- Once completed, email the form and all supporting contract documents to:
contracts@southwestern.edu
- **!** Do **NOT** sign the contract or the approval form prior to submission
- The Director of Contracts and Procurement will:
 - Review the submission
 - Confirm completeness
 - Route the contract and approval form for all required signatures

SECTION-BY-SECTION INSTRUCTIONS

1. Contract Information

- **Contract Title**-Enter a short, clear title (Example: “*Campus Wi-Fi Upgrade Services Agreement*”)
- **Contract Description / Purpose**-Briefly explain what the contract is for and why its needed. (1-2 sentences)

2. Requesting Department Information

- **Department**-Enter your department name, primary contact name, email, and phone number. (This is the person responsible for the contract)

3. Vendor Information

- **Vendor and Representative Information**-Include the vendor name, vendor representative name, email, and phone number.

- **Prior Relationship Question**
 - **Yes** → Attach: Original contract and all amendments
 - **No** → No attachment needed
 - **? Unknown** → Use only if necessary
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4. Financial Information

- **Total Financial Obligation**-Total contract value (all terms)
 - **Current Fiscal Year Allocation**-Amount to be spent this fiscal year only (July 1-June 30)
 - **Billing Terms**-Payment structure (lump sum, monthly, etc.)
 - **Billing Schedule**-Include specific dates or milestones
 - **GL Account Number**-Enter full account number (typically 16 digits)
 - **Account Balance After Expenditure**-Remaining balance after payment
 - **Is This a Budgeted Expense?**
 - Yes → proceed
 - No → provide justification
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5. Contract Term

- **Contract Term Type**-One-Time, Annual, or Multi-Year
 - **Contract Start Date**-Date the services are to start
 - **Contract Initial Term End Date**-End of initial term (The initial term may be 1 or more years)
 - **Contract End Date**-Final expiration date
 - **Renewable?** Check Yes or No
 - **IT Component?** Check Yes if software/data involved or if there's no software components
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6. Contract Terms Review

- **SU Template Question-Does this utilize a SU contract template?**
 - Yes → skip remaining questions
 - No → complete all review questions
- **Complete Yes/No Review Items**-Confirm whether the contract includes:
 - Complete document
 - Individual contractor (HR review)
 - Termination provisions
 - Clearly defined obligations
 - Insurance requirements
 - Indemnification clauses
 - Liability limitations

7. Department Sponsor & VP Approval

Important – Do Not Sign Yet

- Leave signature fields blank at time of submission








What Happens Next

- The Director of Contracts and Procurement will:
 - Review the form and contract
 - Then route for the required signatures

8. Contracting Department Use Only






- Do **not** complete this section

COMMON MISTAKES TO AVOID

-  Signing before submission
-  Missing attachments
-  Incomplete GL account number
-  Vague billing schedule
-  Missing justification for unbudgeted items
-  Incorrect contract dates
-  Skipping review questions

FINAL CHECK BEFORE SUBMITTING

Before emailing to contracts@southwestern.edu, confirm:

-  All fields are completed
-  Contract is attached
-  Amendments (if applicable) are included
-  Financial details are accurate
-  No signatures have been added

*****If you need any assistance or have any questions after consulting these instructions please contact the Director of Contracts and Procurement, Erica Smith.*****