

Pacific Lutheran University Contract Review and Approval Form

Step 1: Approval to negotiate a new agreement or renew an existing agreement:

	Name	Initials	Date
Department Chair/Director			
Dean/AVP/Associate Provost			
Vice President/Provost			
President's Council			

Provide a short summary explaining the purpose of the agreement and the service provided to the university.

Contract information:

Vendor Name		
Vendor POC Name	Email	Phone
New contract, renewal and/or replacing existing agreement		
Contract cost was included in submitted FY budget: yes or no		
Contract Term (indicate years, months, days or perpetual)		
Contract Effective Date		
Auto Renewal – yes or no/if yes renewal period		
Initial, Start-up, Consulting costs, etc. (excludes annual costs)		
Annual Cost		
Cost over term of contract		
FOAP to be charged (identify funding source)		

PLU Department/Organization		
Dept. POC for Contract Name	Email	Phone

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Step 2: Once President's Council has approved moving forward the agreement will be reviewed by the following departments dependent on the type of agreement and university department's impacted. Sue Liden, Director of Risk Services will distribute the agreement to these departments for review.

Department	Name	Initials	Date
Risk Services	Sue Liden		
I&TS	Ardys Curtis		
Business Office	Erika Borell or Gemma Dulay		

Please submit the completed Contract Review and Approval Form to Sue Liden, Director of Risk Services, lidensj@plu.edu. Sue will submit the form to President's Council for review and notify you when it has been approved. Once it has been approved you will need to provide the agreement including any referenced policies, order documents, addenda, etc. and the completed Contract Check List.

Contact Sue Liden, Director of Risk Services, lidensj@plu.edu if you have any questions.