Brandeis University Contract Approval Form

Brandeis policy states that only select individuals are authorized to execute agreements on behalf of the University. This form is required to track all contracts to ensure that they are properly reviewed prior to execution. Please fill out this form and forward to Procurement Services along with the Contract for review.

Requestors and Department Managers are expected to review and be familiar with the terms of all contract or agreements.

After approvals are in place, the contract will be forwarded to the CFO's office for signature. Signed contracts will then be sent back to the requesting department, who must obtain a counter-signature from the other party. Departments must maintain copies of all contracts after both parties have signed and a copy must be returned to Procurement Services.

Please note standard business contracts and agreements generally require up to two weeks to process. If a contract is complex, high risk, high expense or requires renegotiation, additional time will be necessary.

Questions can be directed to Procurement Services.

Contract Information (department to fill out)

Contractor/Vendor Information			
Vendor Name			
Contact Person		**Phone**	
Address		**Email**	
City, State, Zip Code			
Requesting Department Information			
Requestor's Name			
Department			
Email		**Phone**	
Requestor's Signature			
Department Budget Manager Signature			
Contract Information			
Purpose of Contract (Brief Description)			

Term of Contract	**Start Date**		**End Date**		**Contact Amount**	**$**
Type of Contract	**New**	☐	**Modification/ Amendment**	☐	**Renewal**	☐

Approval Information (for Procurement use only)

Approval Checklist			
Depending on contract needs Procurement will have various departments review before signature by authorized signer.			
Department	**Needs Reviewing**	**Date of completed review**	**Reviewed by**
Procurement	☐		
General Counsel	☐		
Information Technology/Security	☐		
Risk Management	☐		
Other	☐		