

Contract Approval Request

TYPE OF CONTRACT (check only one)

- Government-to-Government MOUs and MOAs (if not a procurement of services)
 - Agreements to provide classes
 - International Travel (considered a pass-through when students pay travel costs)
 - Internships
 - Student Liability Waivers
 - Other: _____
-

Requestor's Name: _____ Date: _____

Department: _____

Requestor's Signature: _____

By submitting this request, the requestor certifies there is payment required by the University for this contract.

Recommended by:

Dean or Director: _____

(signature)

Comments: _____

Provost or Vice President: _____

(signature)

Comments: _____

After obtaining all required signatures, attach contract to this request form and forward to University Counsel for review. After review by University Counsel, forward to the Vice President for Finance and Administration for signature.