



Non-Purchase Order Contract/Agreement Transmittal Approval Form

VENDOR Contact Information:

Vendor name and address _____

Vendor Contact Person _____

Address/Phone Number: _____

Email: _____

DEPARTMENT Contact Information:

Originating TAMU-CC Department _____

Contact Person & Phone Extension _____

Contract Action (Please Check One):

NEW CONTRACT _____ AMENDMENT / MODIFICATION _____ RENEWAL _____

Contract Terms: Begin Date: _____ End Date: _____ Total Contract Value \$ _____

Scope of Services to be Performed: _____

I have read all the terms and conditions of this contract and understand what is required of my department to be in compliance.

Department Originator Signature

Date

Department Head or Director or Dean

Date

-----DO NOT FILL BELOW THIS LINE – CONTRACTS DEPARTMENT-----

Reviewed and approved by Contracts Department: _____ **Date:** _____

PURPOSE OF SIGNATURE

To approve, sign or execute Non-Purchase Order contracts/agreements (including modifications, extensions and renewals) that in any way obligate Texas A&M University-Corpus Christi to the performance of any act represents the exercise of the administration's fiduciary responsibility. The approval process is designed to provide reasonable assurance that all such contracts/agreements have been reviewed for economic options, risk, compliance, and form and legal sufficiency, documentation of such a review requires hierarchal signatory procedure.

NOTE: INCLUDING \$0.00 DOLLAR CONTRACTS

Department Contract Originator: (Business Administrator and/or Coordinator typically fills out this transmittal form.

Department Head, Director or Dean: Approval indicates that the contract content meets the department's goals and objectives; the contract terms are acceptable and will be enforced/monitored; any funds required are available in the College or Division budget.

*** Recommended approval by this signatory on the Non-PO Contract/Agreement Approval Form is an acknowledgement of the business terms associated with their area of responsibility. Their recommended approval of an agreement is not an indication of acceptance of any legal terms and conditions that may be modified upon further review by Contract Administration or the Office of General Counsel.***