



Competitive Bid Summary Form or  
Special Considerations/No Bid Exception  
Approval Form Attached  
\_\_Y \_\_ N

**Contract Processing and Approval Form** (See Contract Processing Policy and Instructions)

Person and Department Initiating Request for Approval: \_\_\_\_\_

Name(s) of External Party(s) to Contract: \_\_\_\_\_

Description of services/goods provided: \_\_\_\_\_

\_\_\_\_\_

Contract Start Date / Contract End Date: \_\_\_\_\_

Dollars to be Paid by MU: \$ \_\_\_\_\_ Dollars to be Received by MU: \$ \_\_\_\_\_

RC Code for Dollars to be Paid/Received: \_\_\_\_\_ Check if RC Code is a grant-funded account

Final Approval Needed By: \_\_\_\_\_

I have read the proposed contract, which correctly states the desired business terms. I have obtained all necessary project approvals and ensured that these goods or services are compliant with MU's Electronic Information Technology Policies (including exception documentation).

X \_\_\_\_\_ / \_\_\_\_\_  
Initiating Person / Authorized Under RC                      Print Name                      Date                      Phone Ext.

Request Approved by Information Technology Services if technology-related:

X \_\_\_\_\_  
ITS Chief Information Officer or Designee                      Date

Request approved by ~~PROVOST~~

**EXECUTIVE VICE PRESIDENT, PRESIDENT OR DESIGNEE:**

Request Approved:

X \_\_\_\_\_ / \_\_\_\_\_  
President / Provost / VP / Dean                      Print Name                      Date

**Route this complet**

\_\_\_\_\_

## **Contract Processing and Approval Form Instructions**

1. This form must be used with all contracts, agreements, memos of understanding, commitment letters or other written instruments that may legally obligate the University to pay money, take action or refrain from taking action. Contracts are exempt from this requirement as set forth in the Contract Processing Policy.
2. All contracts must be in the name of Marquette University and not in the name of individual departments or employees.
3. The person initiating the request for contract approval should complete the form to the best of his or her ability.