

**PROFESSIONAL SERVICES CONTRACT ROUTING FORM
LOUISIANA TECH UNIVERSITY**

This form is designed for use in routing professional services contracts. Contracts should be submitted for approval prior to starting date of contract.

This form must accompany the contract to Purchasing.

Name of Person initiating the Routing Process

Name of Department

Account used to pay contract

Other Party (on contract)

Purpose of contract or work to be performed

\$ Amount of Contract

In Section "Contract" Be it known, that on this

In Section "Term of Contract" This contract shall begin on
and terminate no later than

The attached document has been reviewed and approval is recommended by the following:

Department Head _____ Date _____

Dean _____ Date _____

University Research _____ Date _____

Appropriate
Vice President _____ Date _____

Vice President for Finance
and Administration _____ Date _____

Once the contract is approved by the Vice President for Finance and Administration, it will be forwarded to the President for his signature. The President will return the signed contract to the person initiating the routing process.

When all parties have approved the contract, the initiating department must submit one original copy to the Purchasing Department for submission to the Office of Contractual Review, if applicable.

Note: It is suggested that a minimum of three original copies of contract be prepared. One for the "Other Party", one for Purchasing and one for the initiating Department.