

CONTRACT ROUTING FORM
LOUISIANA TECH UNIVERSITY

This form is designed for use in routing contracts for use of university facilities, equipment or services. This form is **not** for routing of Professional Services Contracts or contracts administered through the Office of University Research.

Name of Person initiating the Routing Process

Name of Department

Other Party (on contract)

Purpose of contract or work to be performed
Or services offered

\$ Amount of Contract

Beginning Date of Contract

Ending Date of Contract

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

Department Head _____ Date _____

Dean _____ 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.

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