

**CONTRACT TRANSMITTAL**

**[ORIGINATING DEPARTMENT LETTERHEAD]**

**Contract Routing Sheet**

**Vendor:**      Fill in Contractor's legal name here, and a d/b/a if appropriate

**Subject:**      Fill in what goods or services the contract is for

<b><u>Routing Sequence</u></b>	<b><u>Date Received</u></b>	<b><u>Date Forwarded</u></b>	<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Initials</u></b>
Business Review (Add additional lines if necessary)	_____	_____	_____	_____	_____
Facility/Space Review (if applicable)	_____	_____	_____	_____	_____
Legal Review (if applicable)	_____	_____	_____	_____	_____
Export Control Review by Office of Sponsored Programs (if contract is with a foreign Entity)	_____	_____	_____	_____	_____
Signature Authority	_____	_____	_____	_____	_____

Once signed please return contract to:

Fill in where contract goes once fully signed (Contact name, phone number, email, and campus address).