

General Information

Campus: UH/UHS UHCL UHD UHV

Contract Amount: Less than \$100,000 \$100,000 or more

College/Division: _____

I have reviewed this contract and approve of the business terms and activity, and agree that the transaction is directly related to furthering the educational, research, extension, public service, or campus support functions of the University.

<u>Title</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
College/Division Administrator	_____	_____	_____
Assistant VP/Dean or Equivalent	_____	_____	_____
CFO or Designee (UHCL/UHD/UHV only)	_____	_____	_____

Summary of Contract Terms

Vendor Name: _____

Contract Description and Purpose:

Initial Contract Term	Start Date:	End Date:
Possible Renewal Options	Renewal Date:	Renewal End Date:
Contract Value	Initial Amount:	Revised Amount:

Review

Purchasing Compliance

- Contract is reviewed and is not subject to UHS Purchasing Guidelines.
- Contract is reviewed and determined to be a revenue contract in compliance with UHS Purchasing Guidelines.
- Contract is subject to Purchasing guidelines and did not follow the required solicitation process.

<u>Title</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>

Approvals

Tax Compliance

- Contract is approved and has known Unrelated Business Income Tax (UBIT) or other tax reporting requirements.
- Contract is approved and has no known UBIT or other tax reporting requirements.
- Contract is not approved.

Title _____ Printed Name _____ Signature _____ Date _____

Debt Compliance

- Contract is approved and presents no known conflicts with tax exempt bond issuances.
- Contract is not approved.

Title _____ Printed Name _____ Signature _____ Date _____

Auxiliary Enterprise Compliance

- Contract is approved and presents no known conflicts with auxiliary enterprise contracts.
- Contract is not approved.

Title _____ Printed Name _____ Signature _____ Date _____
