

OGC Contract Approval Cover Sheet

Submitted by:	Date Submitted:
Department:	
Email:	Phone Number:
Additional Contacts:	
1. Full, legal name of the vendor/service provider/other party:	
2. Briefly explain the purpose of the contract and/or services being provided.	
3. State the commencement date for the contract. If this is an agreement for an event, state the date of the event: _____	
3a. If the contract or service requires the implementation of IT equipment, software, or access to university networks, has WP-IT reviewed and approved the project? Yes ___ No ___	
4. Is the contract you are submitting a WPU template agreement? Yes No	4 a. Have changes been made to the contract? If yes, indicate section(s) or paragraph(s) changed:
4 b. If no to question 4, has the University contracted with this party in the past? (Please attach a copy of the relevant agreement if the University has contracted with this party in the past.) Yes No	5. Have you received approval by the dean of your department and/or department head to pursue this contract? Yes No _ Approval by (print name): _____
<p>I HAVE APPROPRIATE AUTHORITY TO SUBMIT THIS DRAFT AGREEMENT ON BEHALF OF MY DEPARTMENT. I CONFIRM THAT THE DRAFT AGREEMENT IS COMPLETE AND INCLUDES ALL EXHIBITS, ATTACHMENTS AND PAGES.</p> <p>Print Name: _____ Sign: _____ Date: _____</p> <p>Please keep a copy of your agreement and any other supporting documents as part of your department's records.</p> <p>EMAIL TO: OGC@wpunj.edu</p>	

OGC use only:

Legally Acceptable: _____ Revisions Needed: _____