

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: _____	
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): _____

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.

Print Name: _____ Sign: _____ Date: _____

Please keep a copy of your agreement and any other supporting documents as part of your department's records.

EMAIL TO: OGC@wpunj.edu

OGC use only: Legally Acceptable: _____ Revisions Needed: _____
