TCNJ THE COLLEGE OF NEW JERSEY

Contract Routing Review & Approval

Contracts involving the College must be approved and executed pursuant to delegated authority[1] and those that create financial obligations for the College must also be consistent with established budgets and comply with applicable College purchasing policies. To ensure that all College contracts receive the appropriate review, approval and signatures, this Contract Routing Review & Approval form and process must be used for all College contracts. This form should be completed in the order set forth below. The Department Head should insert the payment amounts and chartfield confirming that the financial obligations are within budget and cognizant Vice President signatures have been obtained, contracts must be forwarded to the Supporting Department (i.e., IT, Facilities, etc.), if applicable; then to the Executive Director of Procurement, who will determine if additional review by the Risk Manager, Office of the General Counsel ("OGC") and/or the Office of the Treasurer ("OT") is required. A contract in a form of contract that has been previously drafted or reviewed and approved by the OGC ("OGC Approved Form") that varies from the OGC Approved Form not in its terms and conditions, but only in such transaction specific data as the price, dates for performance and vendor name and address, does not require the review and approval of the OGC. Such contracts in the OGC Approved Form that require no payments from the College likewise do not require the review and approval of the OT (unless delegated authority would otherwise so require), but a copy of the executed contract and completed Contract Routing Review & Approval must still be sent to the Executive Director of Procurement for archival and auditing purposes.

With their signatures below, authorized individuals indicate their review and approval of the attached contract.

_____
Name of other party to contract (Consultant, Vendor, or Contractor Name)

Payments due from College

Current FY Only	All FYs (current and future)	Chartfield
$_____	$_____	_____

_____	_____	_____
Department Head Signature	Print Name	Date

□ Check box if contract is an OGC Approved Form and list OGC Approved Form Code here: _____ .

_____	_____	_____
Vice President Signature[2]	Print Name	Date

□ Check box if contract will be signed by this Vice President.

_____	_____	_____
Supporting Department Signature (if applicable)	Print Name	Date
_____	_____	_____
Exec. Director of Procurement Signature	Print Name	Date

Approved with respect to legal issues:

_____	_____	_____
Office of General Counsel Signature	Print Name	Date

_____	_____	_____
Contracting Officer Signature (Exec. Dir. of Procurement or Treasurer)	Print Name	Date

[1] Authority to approve and/or sign certain contracts has been delegated to the Contracting Officer and specific vice presidents. If a vice president has authority to sign a contract, that vice president should so indicate on the form so that the contract can be routed back to the vice president for execution after this form is completed. Some contracts require additional approval by the Contracting Officer or President, while still others require additional approval by the Board of Trustees (e.g., contracts in excess of the threshold amount (currently $32,100) that were not publicly bid), and/or a specific Board officer, and/or the New Jersey Comptroller (contracts involving payments in excess of $10,000,000). The absence of signature lines on this form for such additional approvals does not mean that such additional approvals are not necessary.

[2] In limited circumstances, the signature of a duly authorized designee who directly reports to the Vice President (e.g., a dean reporting to the Provost) may substitute for the Vice President's signature if that Vice President has expressly delegated signature authority to that designee for that type and dollar amount of contract.