

### **Purpose of Signature**

To approve, sign or execute contracts/agreements (including modifications, extensions, and renewals) that in any way obligates The University of Texas at Dallas (UTD) to the performance of any act, represents the exercise of the administration's fiduciary responsibility. The approval process is designed to provide reasonable assurance that contracts/agreements have been reviewed for: economic options, risk, compliance, form and technical and legal sufficiency. Signature should follow careful review of all document details and indicates complete agreement by the signer. In the event a written delegation of authority exists, the person signing should indicate the position holder for whom they are authorized to sign (simply sign on the appropriate line and indicate "for" next to the title).

#### **1. Contract Originator:\*\***

(Senior Business Officer, Principal Investigator or Other Responsible Individual): Signature indicates agreement with the business terms of the contract, its conditions and the intent to carry out the terms of the contract as they apply to his or her Department, Office, College or UTD.

#### **2. Cost Center Manager or School/Division Fiscal Officer:\*\***

Signature indicates that the contract content meets the cost center objectives; the business terms are acceptable and will be enforced/monitored.

#### **3. School Dean/Vice President:\*\***

Signature indicates the contract content meets the School's/Division's goals and objectives; all business terms are acceptable and will be enforced/monitored.

#### **4. Purchasing:**

Only required if contract exceeds \$10,000 in total value. Signature indicates contractor selection approved and compliance with all applicable purchasing and HUB requirements.

#### **5. Office of Contract Administration:**

Signature indicates appropriate documentation exists to provide reasonable assurance that the terms of the contract have had prior review for business risk, compliance with purchasing and fiscal requirements, approval by appropriate administrators and, sufficiency of legal form.

#### **6. Vice President for Budget and Finance:**

Signature constitutes execution of the agreement on behalf of the University and legally binds the University to the terms and conditions as set forth therein, or indicates acceptance of all terms of the contract and review of prior approvals, and recommends signature by the appropriate UTD contracting authority.

#### **7. UTD Attorney:**

Signature indicates agreement with contractual form and legal sufficiency of terms therein.

**\*\*Recommended approval by this signatory on the Contract/Agreement Transmittal Form is an acknowledgment of the business terms associated with his or her area of responsibility. His or her recommended approval of an agreement is not an indication of acceptance of any legal terms and conditions that may be modified upon further review by the Office of Contract Administration or the UTD Attorney.**

# CONTRACT/AGREEMENT APPROVAL TRANSMITTAL FORM



Office of Contract Administration  
972-883-4889 | [OCA@utdallas.edu](mailto:OCA@utdallas.edu) | [utdallas.edu/contract/](http://utdallas.edu/contract/)

## Contact Information

Internal Contract #

Contractor / Other Party

Contractor Contact / Email

UTD Department of Origin

UTD Contact / Phone

## Contract Terms

Contract Period

Begin Date

End Date

Contract Value Per Fiscal Year

Amount

\$

Total Value

\$

University Funds Required

NO

YES

If yes, Cost Center #

## Contract Description

NEW CONTRACT

AMENDMENT / MODIFICATION

RENEWAL / EXTENSION

**Routing Instructions:** Prior to forwarding to OCA for review, please obtain signatures 1 through 4 if applicable. OCA will obtain the remaining signatures (if required) once the contract terms are finalized.

Signatures Recommending Approval (all signatures are not required for every contract):

SIGN

PRINT

DATE

1. CONTRACT ORIGINATOR

2. COST CENTER MANAGER or SCHOOL/DIVISION FISCAL OFFICER (If different from Contract Originator)

3. SCHOOL DEAN/VICE PRESIDENT (If required by your School's/Division's contract approval/routing procedures)

4. PURCHASING (If contract value greater than \$10,000, send to [purchasing@utdallas.edu](mailto:purchasing@utdallas.edu))

5. OFFICE OF CONTRACT ADMINISTRATION

6. VICE PRESIDENT FOR BUDGET AND FINANCE

## UTD ATTORNEY COMMENTS:

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APPROVED FOR LEGAL FORM & SUFFICIENCY

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APPROVED SUBJECT TO FOLLOWING CHANGES / COMMENTS:

7. UTD ATTORNEY

(Revised 6/2015)