

WALLA WALLA UNIVERSITY
IN-HOUSE APPROVAL PROCESS
FOR
CONTRACTS/AGREEMENTS/LEASES

THIS FORM MUST BE COMPLETED PRIOR TO SIGNING CONTRACT

Attach contract with all attachments and pertinent documentation and **submit at least 30 days prior to intended effective date**. Please route in the department order given below:

<u>Reviewed by:</u>	<u>Signatures</u>	<u>Approved</u>	<u>Not Approved</u> See Comments	<u>Date</u>
1. Department Chair/Director/ Space Utilization Coordinator*		<input type="checkbox"/>	<input type="checkbox"/>	
*Signature on this line indicates review and agreement to the contract details and that sufficient budget is available to cover the cost of the contract.				
2. Risk & Safety Management		<input type="checkbox"/>	<input type="checkbox"/>	
3. President/Vice President/ Associate Vice President		<input type="checkbox"/>	<input type="checkbox"/>	
4. Return to Risk & Safety Management				
5. Signed original returned to the initiating Department				

Name of Contract: _____

Person Submitting Contract: _____ Phone Extension: _____

University Department: _____ Return to Department on or before: _____
(*Due date*)

Other Party Representative Name: _____ Other Party Phone: _____

Other Party Address: _____ Other Party Fax: _____

Other Party Email: _____

Board of Trustees Authorized Signers:

- President
- Vice President for Academic Administration
- Vice President for Financial Administration
- Vice President for Student Life
- Vice President for University Relations and Advancement
- Associate Vice President for Academic Administration
- Associate Vice President for Alumni and Advancement Services
- Associate Vice President for Financial Administration
- Associate Vice President for Graduate Studies
- Associate Vice President for Marketing and Enrollment Services

The following contracts will not be reviewed by Risk & Safety Management:

- **Director of Facility Services:** Applications for permits and WWU Contractor Terms & Conditions under \$100,000
- **Director of Human Resources, Vice President/Associate Vice President for Academic Administration:** Employment Contracts
- **Director of Information Technology:** Technology Contracts

Comments: _____