

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> <small>See Comments</small>	<u>Date</u>
1. Department Chair/Director/ Space Utilization Coordinator*	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<small>*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.</small>				
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: _____

Other Party Representative Name: _____ Other Party Phone: _____ (Due date)

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: _____