



DAEMEN

Approval to Enter into a Contract

Date of Submission for Approval:

Daemen Employee Seeking Approval of Contract:

Name:

Title:

Department Budget #:

Competitive bids received?: Yes No

Please provide accurate description of proposed contract, including vendor:

Vendor:

Description:

Period of performance & cancellation policy:

Actual or Estimated Dollar Value (terms) of Proposed Contract:

Under \$5,000: \$

Payment Terms:

REQUIRED SIGNATURES:

1.

Cabinet Officer

2.

Controller

\$5,000-\$24,999: \$

Payment Terms:

REQUIRED SIGNATURES: 1. AND 2. from above PLUS

3.

Vice President for Business Affairs

\$25,000 or above: \$

Payment Terms:

REQUIRED SIGNATURES: 1., 2. AND 3. from above PLUS

4.

President

Date of Final Approval:

Please attach a copy of the contract to this form.

All Bid processes must still be followed prior to entering into a contract.

A copy of all finalized, fully signed contracts must be submitted to the Business Office electronically or on paper.