

LA SALLE UNIVERSITY CONTRACT APPROVAL COVER SHEET
 Complete all sections. Incomplete forms will be returned unprocessed.

While University faculty/staff may sign this cover sheet to indicate concurrence with contract terms, only certain designated officials of the University may officially sign the contract on behalf of the University.

Date of Initiation: _____

1. Initiating Department: _____

2. Contract Initiator: _____ **Phone:** _____ **Email:** _____

3. Does this contract involve any technology related goods or services? YES ___ NO ___
If yes, approval of the Director of CITS is required.

4. Does this contract involve furniture, construction or renovation? YES ___ NO ___
If yes, approval of the Vice Chancellor for Administration and University construction consultant.

5. Contract Dates: Start Date _____ **End Date** _____

6. Description of Contract: _____

7. Vendor/Contractor Name: _____

Address: _____

Contact Name: _____ Email: _____

Phone #: _____ Fax #: _____

8. Contract Amount (Total ₱ for contract period): _____

9. Budget: _____

10. The attached contract has been reviewed by the initiating department for accuracy of work to be provided by vendor.

_____ Handwritten changes have been made to the attached Contract
 _____ No changes have been made to the attached Contract. **Scope of Work is acceptable as is.**

11. Send Contract to vendor via: Mail: _____ Email: _____ Fax: _____

12. This Contract is (check one):

_____ New Contract
 _____ Renewal of existing Contract
 _____ Modification of existing Contract (amendment, extension of time, etc.)
 ** If this is a Modification, indicate which paragraph(s) have been modified: _____

Approval signatures on following page

Approvals

The individuals approving this contract and signing this Contract Approval Cover Sheet below attest that they do not have a connection to or a financial interest in the company with which this contract is being made.

	SIGNATURE	NAME (type or print)	DATE
Contract Initiator			
Dean/Principal (academic related contract)*			
Vice Chancellor/Vice President (Head of Contract Initiator)*			
Vice President for Finance (for budget consideration)			
CITS Director (if YES to #3 above)			
University construction consultant (if Yes to #4 above)			
Chancellor			

*Signature levels will follow the same criteria as purchase requests.