# Revenue Contract Over $50,000 - Administrative Review and Approval Form

## General Information

**Campus:**

**College/Division:**

**College Business Officer:**

**AVP/Dean:**

I have reviewed this contract and approve of the business terms and activity, and agree that the transaction is directly related to furthering the educational, research, extension, public service, or campus support functions of the University.

**Business Administrator Signature:**

**Date:**

**AVP/Dean Signature:**

**Date:**

## Summary of Contract Terms

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Contract Description and Purpose</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Initial Contract Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Possible Amendments</th>
<th>Amendment Terms:</th>
<th>Maximum End Date:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Contract Amount</th>
<th>Initial Term</th>
<th>With all possible amendments:</th>
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<tbody>
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</tbody>
</table>

## APPROVALS

### TAX COMPLIANCE

- Contract is approved, and has known Unrelated Business Income Tax (UBIT) or other tax reporting requirements
- Contract is approved and has no known UBIT or other tax reporting requirements
- Contract is not approved

**Reason:**

**Keith Gernold**

**Name**

**Title**

**Signature**

**Date**

### DEBT COMPLIANCE

- Contract is approved and presents no known conflicts with tax exempt bond issuances
- Contract is not approved

**Reason:**

**Name**

**Title**

**Signature**

**Date**

**Name**

**Title**

**Signature**

**Date**

### AUXILIARY ENTERPRISE COMPLIANCE

- Contract is approved and presents no known conflicts with auxiliary enterprise contracts
- Contract is not approved

**Reason:**

**Name**

**Title**

**Signature**

**Date**

**Reviewed 10/03/2019**
Revenue Contract Over $50,000 - Administrative Review and Approval Form

This form is required for all Revenue Contracts over $50,000. The completed form must be submitted to Contract Administration with the contracting packet.

Form Instructions

1. Department completes the first two sections of this form (General Information and Summary of Contract Terms), including obtaining the signature of the College/Department Business Administrator or equivalent.
2. College/Department Business Administrator or equivalent emails the form to Contract Administration along with a copy of the full agreement. Contract Administration will send packet to:
3. The Executive Director of Auxiliary Services who reviews the form for compliance with auxiliary enterprise agreements and indicates approval or disapproval. The packet will be sent to:
4. The Associate Vice President for Finance who reviews the form for compliance with tax exempt bond issuance requirements and indicates approval or disapproval on the form. The packet will be sent to:
5. The Tax Director who reviews the form for UBIT and other tax reporting compliance, and indicates approval or disapproval on the form. The packet will be sent to: Contract Administration
6. Contract Administration reviews completed form and sends back to the Department.
7. The Department submits the completed form to Contract Administration with the contracting packet.