



**CONTRACT / AGREEMENT
ROUTING FORM**

Contract Originator:		Department:
Date:	Email Address:	Phone:

I/We Propose that CSU enter into a contract with the following Outside Party:

Contract Summary:

Once you have reviewed the attached agreement, please initial and date.

Initials	Date	Reviewer
		Department Director
		Additional Department Representative
		Senior Officer
		Event Coordinator (Required for all event contracts)
		Chief Information Officer (Required for all contracts involving any technology or software)
		Director of Integrated Marketing (Required for all contracts involving Advertising/Marketing/Print or Publications)
		Risk Management/Purchasing
		Vice President for Finance
		Vice President For Business Affairs & Athletics
		President