

Date Received by: _____

Contract Number: _____
(Purchasing Dept)

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE
CONTRACT APPROVAL SUMMARY FORM**

Rush: Yes No Date Needed: _____

If contract is submitted less than two (2) weeks before the effective date (1 month required for vendor generated agreements), provide an explanation of the delayed submission:

1. Department Contact Name: _____

Phone: _____ Email: _____

2. Contract with: _____ Address: _____

Contact Person: _____ Phone: _____ Email: _____

Vendor/Parent Company Outside USA: yes no If yes, list country: _____

3. Purpose of Contract:

This contract is (check all that apply):

- Drafted by TBR (School)/not Standard Form
- TBR/STCC Standard Form Agreement
- Renewal of an Existing Contract
- Modification of Existing or Form Contract

- Software License Agreement
- Vendor Generated Contract
- Vendor Contract with Amendment
- Contract includes Confidential Research Agreement

If renewal, did the rate change yes no By how much did the rate change? _____

PROVIDE COPY OF AGREEMENT BEING AMENDED, EXTENDED OR PREVIOUS CONTRACT ATTACHED FOR REFERENCE AS WELL AS ANY EXHIBITS.

4. Contract Terms:

Term (i.e. 7/1/23-6/30/24): Start Date _____ End Date _____

Possible Number of Renewals: _____ Amount per Year: _____ Total Amount w/possible renewals: _____

Payment Frequency: one-time monthly quarterly semi-annually

Lease: yes no Grant funded: yes no Specify the Grant Name _____

5. Contract Financial Information:

Type: Revenue Expenditures No Cost

Funding Source: Institution State TBR Other

If not solely funded by Institution, provide details _____

List: Index/Organization# _____ Account# _____

6. If this contract is a result of an RFQ/RFP, is the contract available for system-wide use: yes no

7. Check one: Competitive Process Non-Competitive Process*

* If competitive process is not used, attach supporting documentation, including the non-competitive justification form

10. Contract Monitor (individual responsible for ensuring receipt of goods/services): _____

Frequency of monitoring (monthly, quarterly, semi-annually or annually): _____

