

**Columbus State Community College
Contract Routing and Approval Form**

Requesting Department _____ Contact Name/Ext. _____
Contract is between Columbus State Community College and _____
Term: Start Date ___/___/___ End Date ___/___/___ Amount of Contract: \$ _____ Annual Total
Description _____
Name and Title of Departmental Approval (Dean, VP, Director) _____

CHECKLIST *The Requesting Department must complete this Checklist, and explain why any applicable item is not checked.*

A. Considerations for All Agreements

- | | |
|---|---|
| <p>1. This purpose of this agreement is:</p> <ul style="list-style-type: none"><input type="checkbox"/> Payment for Goods or Services<input type="checkbox"/> Memorandum of Understanding/Affiliation Agreement<input type="checkbox"/> Grant Agreement/Subaward – From Grants Office Only<input type="checkbox"/> Purchase of Services/Training from Columbus State<input type="checkbox"/> Renewal of Existing Agreement<input type="checkbox"/> Other: _____ | <p>2. What contract form did you use?</p> <ul style="list-style-type: none"><input type="checkbox"/> Approved Contract Template found on the CSCC Employees Forms Page under Legal Office<input type="checkbox"/> Approved Grant Agreement/Subaward Template<input type="checkbox"/> Non-Standard Agreement - The Requesting Department must complete the Legal Considerations section and submit to Legal Counsel for review. |
|---|---|
3. The start and end dates are clearly stated. There is no automatic renewal provision.
4. Payment terms are clearly stated, including invoicing details, compensation amount, and method and timeline of payment.
5. All referenced exhibits/appendices are attached.
6. Appropriate [signature approval protocol](#) will be followed and two appropriate signature lines with titles are in place.

B. Business Services Considerations (Section B is not applicable to Grant Agreements/Subawards)

7. If a contract equals or exceeds \$25,000 for goods and \$50,000 for services, contract has been bid in accordance with [CSCC Procedure #9-03\(H\)](#), or a waiver of competitive bid form has been submitted to, and approved by, the purchasing supervisor prior to entering into an agreement. Bid summary form and bid documentation have been submitted to Purchasing.
8. Check all that apply and attach required documents to the contract.
- If required, evidence of Insurance has been obtained (contact Business Services).
 - For contracts over \$25,000, results are attached from the [Auditor's website](#) verifying that no Finding for Recovery has been issued against the vendor.
 - If required, the Division/Department will secure an original Supplier [Registration Form & Substitute W-9 form](#).
9. Requisition for total contract amount will be created within 10 business days of contract's authorization.

C. Information Technology Considerations

10. Documentation proving compliance with, or exemption from, all applicable state and federal disabilities laws and regulations, including but not limited to the American Disabilities Act, is attached.
11. Information Technology approvals have been received.

D. Legal Considerations for Non-Standard Agreements

12. The agreement clearly states that it is governed by the laws of the State of Ohio.
13. The contract does not contain any provision requiring the College to indemnify, hold harmless or defend the other party for claims, lawsuits, attorney fees or losses. See comments below.
14. Any confidentiality or proprietary information provisions obligating the College have either been removed or are limited "to the extent permitted by Ohio law," and reference to RC 149.43, Ohio Public Record Law, is made. See comments below.
15. The contract contains a Treasurer's Certification of Funds provision pursuant to RC 3358.06. See comments below.
16. The agreement was provided to Legal Counsel for review. **Include documentation of Legal Counsel's review.**

E. Grant Agreement Considerations

17. Any accounting or auditing provisions have been reviewed by Business Services.
18. Invoice Template is included, if needed.

Additional Concerns, Comments, and Items Requiring Special Attention:

Cabinet Approval Signature/ Date

Legal Review Completed/ Date (If section **D** is completed)