

**University
Provost-VPAQI and VPSFS
Contract/Agreement Review Routing**

Contract Between:

UAB Org. Num./Department: _____
& Outside Party: _____

Date of Submission for Review: _____

Amendment/Addendum Yes or No? If Yes: Original Document Number _____

Contract Summary: _____

Student Affairs Event (Events 100% funded by Student Service Fees) **Funding Account #** _____

Division/Operational Contracts (All non Student Contracts)

Other Student Events (events predominantly oriented for students
funding source non student fees)

**Once you have reviewed the attached agreement, please initial and date.
Please forward the agreement to the NEXT office marked on the list.**

Initials Date

(Contract Originator)

(Vice Provost or Directors VPAQI and VPSFS)

(Phillip Bivens, Financial Officer, Provost Finance and Administration)

Return Executed Agreement

Contract Originator: _____
Department: _____
Campus Address: _____
Phone: _____
Email: _____

To: _____
Department: _____
Campus Address: _____
Phone: _____
Email: _____

The University Contracts Office will coordinate the central review process including: Legal, Financial, Risk Management, Real Estate, Provost, and other Special reviews as necessary.