CONTRACT ROUTING FORM

under the *Signing of Agreements* Policy & Procedures

**EPIC Contract # (if applicable):** **LEGAL OFFICE FILE #:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty/Unit Contact | | | | | | | | | | | | | | | | | | | | | |
| Contact Person Name: | | | |  | | | | | | | Department or Unit: | | | | | | |  | | | |
| Telephone: | | | |  | | | | | | | Return Mailing Address: | | | | | | |  | | | |
| Email: | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Agreement Details | | | | | | | | | | | | | | | | | | | | | |
| Agreement with (names of parties): | | | | | | |  | | | | | | | | | | | | | | |
| Total value of goods/services: | | | | | | | $ | | | or | | no value | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Legal counsel | | | | | has | | | or | has not been involved in the review/preparation of this agreement | | | | | | | | | | | | |
| Others | | | | | have | | | or | have not been involved in the review/preparation of this agreement | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Legal Counsel / Other Persons Consulted | | | | | | | | | | | | | | Department or Unit | | | | | | | |
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| Approval by Dean or Director | | | | | | | | | | | | | | | | | | | | | |
| By signing below, I recommend entering into this agreement, and confirm that: | | | | | | | | | | | | | | | | | | | | | |
|  | | * the business terms of this agreement are acceptable | | | | | | | | | | | | | | | | | | | |
|  | | * (if applicable) sufficient funds have been allocated from my unit's budget FOAP:       (Optional) | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | |  | | | | | | | | |
| Title: | | |  | | | | | | | | | |  | | | | | | | | |
| Signature: | | |  | | | | | | | | | |  | | Date: |  | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Approval by Office of Legal Counsel | | | | | | | | | | | | | | | | | | | | | |
|  | | Legal terms approved | | | |  | | For signature by Dean / Director / (Associate) Vice-President | | | | | | | | | | | |  |  |
| Signature: | | |  | | | | | | | | | |  | | Date: |  | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | |
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| Final Instructions from Legal Counsel to Faculty/Unit | | | | | | | | | | | | | | | | | | | | | |
|  | | keep a photocopy for your records and forward the original to the other party. Legal Office has kept original for contracts vault. | | | | | | | | | | | | | | | | | | | |
|  | | have contract signed by other party and provide our office with a fully executed original for contracts vault | | | | | | | | | | | | | | | | | | | |
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| For detailed instructions, please see the website of the Office of Legal Counsel: <http://umanitoba.ca/admin/vp_admin/ofp/legal/> or contact:  |  |  |  |  | | --- | --- | --- | --- | | Angela Anderson  204-474-7843  [Angela.Anderson@umanitoba.ca](mailto:Angela.Anderson@umanitoba.ca) | Lisa Lausch  204-474-6916  [Lisa.Lausch@umanitoba.ca](mailto:Lisa.Lausch@umanitoba.ca) | Leanne Blondeau  204-474-7856  [Leanne.Blondeau@umanitoba.ca](mailto:Leanne.Blondeau@umanitoba.ca) | Audrey Changtirsing  204-474-8705  [Audrey.Changtirsing@umanitoba.ca](mailto:Audrey.Changtirsing@umanitoba.ca) | | | | | | | | | | | | | | | | | | | | | | |
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