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 |
|       |       |
|       |       |
|  |
| 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: |  |  |
|  |
|  |
| 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:

|  |  |  |  |
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| [ ]  Angela Anderson 204-474-7843Angela.Anderson@umanitoba.ca | [ ]  Lisa Lausch204-474-6916Lisa.Lausch@umanitoba.ca | [ ]  Leanne Blondeau 204-474-7856Leanne.Blondeau@umanitoba.ca | [ ]  Audrey Changtirsing 204-474-8705Audrey.Changtirsing@umanitoba.ca |

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