



COVER SHEET FOR CONTRACTS/AGREEMENTS/AMENDMENTS/TERMS & CONDITIONS

Please complete all sections. Incomplete forms will be returned unprocessed.

A contract is an agreement between two parties creating a legal obligation for both of them to perform specific acts. Each party is legally bound to perform the specified duties such as rendering a payment or delivering goods or services.

While University faculty/staff may sign this cover sheet to indicate their concurrence with the contract terms, only certain designated officials of the University may officially sign the contract on behalf of the University.

Date:	Contract Department:	Campus Box:
Contract Owner:	Email:	Phone:

Vendor/Contractor Name:			
Address:	City:	State:	Zip:
Contact Name:	Email:	Phone:	

Description of Contract:

Contract Start Date:	Contract End Date:
Contract Amount (total \$ for full contract period): \$	
Budget Code for initial payment:	
Budget Code for any recurring/subsequent payments:	

Send Contract to vendor via:	Email <input type="checkbox"/>	Mail <input type="checkbox"/>	Fax <input type="checkbox"/>
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The attached contract has been reviewed by the initiating department for accuracy of work/services to be provided by vendor.	
<input type="checkbox"/>	Handwritten changes have been made to the attached contract
<input type="checkbox"/>	No changes have been made to the attached contract. Scope of Work is acceptable as is.

This contract is:	<input type="checkbox"/> New Contract	<input type="checkbox"/> Renewal of expiring contract	<input type="checkbox"/> Amendment to existing contract
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This contract includes:	<input type="checkbox"/> HIPAA	<input type="checkbox"/> FERPA	<input type="checkbox"/> E-Commerce/ PCI Compliance	<input type="checkbox"/> Technology	<input type="checkbox"/> None
	<input type="checkbox"/> External Grant	Grant Is: <input type="checkbox"/> Federal <input type="checkbox"/> Private			

Approvals

The individuals approving this contract and signing this Cover Sheet below attest that they do not have a connection or financial interest in the company with whom this contract is being entered.

		SIGNATURE	NAME	DATE
Step 1	Contract Owner Signature			

Conditional Signatures – Required depending on the nature of the contract

		CONDITION	SIGNATURE	NAME	DATE
Step 2	2a. Associate VP for Student Life (HIPAA Compliance)	Required if the contract includes the use of any medical information or any other information protected by HIPAA (Health Insurance Portability and Accountability Act).		Jana Lynn Patterson	
	2b. Registrar (FERPA Compliance)	Required if the contract includes the use of any student education records or other information protected by FERPA (Family Educational Rights and Privacy Act).		Rod Parks	
	2c. E-Commerce Committee (PCI Compliance)	Required if the contract involves the processing of credit card information or any other form of electronic payment by Elon University.		Susan Kirkland	
	2d. Senior Business Analyst (Technology-Related)	Involves any type of technology related goods/services (software, hardware, cloud-based systems, etc.).		Tony Rose	
	2e. Grant Accountant (Grant Compliance)	Required if the contract is using external grant funds.		Courtney Saul	

Required Signatures – based on total dollar value of contract

		SIGNATURE	NAME	DATE
Step 3	Budget Manager/Director/Chair			
	Dean			
	Area Asst/Assoc. Vice President			
	Area Vice President			
	Provost		Rebecca Kohn	
	Vice President for Finance & Administration		Janet Williams	
	President		Connie Book	

Contracts of \$50,001 - \$100,000 require both VP for Finance & Administration and Provost signatures.
 Contracts of \$100,001 or more also require President signature in addition to those above.