

Appendix I

Contract Routing Form

I. Contract Information

Description: \_\_\_\_\_

Contract Initiator: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
Department: \_\_\_\_\_ Funding Account: \_\_\_\_\_
Depart. Admin: \_\_\_\_\_ ePro Req/PO #: \_\_\_\_\_
Supplier: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
Term: \_\_\_\_\_

Type of Contract:

Initial Contract Renewal Amendment One-Time Event
Fed Grant Funded System Office System Wide State Wide

Background Checks: Specify what area the supplier will have regular interaction with.

\*\*By signing below, the Dept./Budget Manager confirms the Background Checks information is accurate.

YES NO YES NO
Students Monies
Employees Sensitive/Confidential Data
Minors Facilities

If Background Checks aren't required, provide explanation: \_\_\_\_\_

II. Approval Signatures

\*\*Dept./Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_
Procurement: \_\_\_\_\_ Date: \_\_\_\_\_
Legal: \_\_\_\_\_ Date: \_\_\_\_\_
Chief Business Officer: \_\_\_\_\_ Date: \_\_\_\_\_
President: \_\_\_\_\_ Date: \_\_\_\_\_

PROCUREMENT USE ONLY

III. Routing Checklist

Approved & valid purchase requisition
SWC/SPD Posting (required for purchases \$25,000 & greater) # \_\_\_\_\_
Immigration Affidavit (for services \$2,500 & greater)
Tax Compliance approved by DOR (required for purchases \$100,000 and greater)
Compliant with Georgia Procurement Manual (GPCM)
Supplier has signed final version
All blanks on contract have been filled in
Revisions have been initiated by supplier
Previous amendments/renewals are attached
Draft mark-up attached for final review
Scope of work has been thoroughly reviewed
Background Checks required: YES NO

\*If YES, provide section in contract of background language

IV. Notes

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\_\_\_\_\_  
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