

CHANNEL ISLANDS ~ AGREEMENT ROUTING FORM

Attach this routing form to all agreements and contracts.

REQUEST FOR FINAL SIGNATURE MUST BE MADE 14 CALENDAR DAYS PRIOR TO AGREEMENT START DATE.

Date:	Dept. Originating Agreement:	
PO Number # (Will be assigned by PLS)	Originating Dept. Contact:	Phone:
Vendor/Contracting Agency Name:		Phone:
Vendor/Agency Contact:		Fax:
Agreement Transaction Amount:	Term Start Date:	Term End Date:

New Standard	Amendment*	Change Order*	MOU/MOA	Student Placement
Service Agreement	ESA	TOSA	JOC	Lease
Public Works Agreement	Project Architect/Engineer Agreement		Interagency Agreement	
Grant	Summer Facilities Licensing Agreement		FUA	Other

*** If this is an amendment or change order, please provide original agreement number:**

Agreement Purpose/Summary:

Special Instructions:

Reviewers	Indicate if not applicable	Date Received	Reviewer Signature	Date Forwarded
Vendor/Entity Agreement Received (Signed)			Agreement is signed	
Events and Conferencing Office				
Procurement and Logistical Services				
AVP, Student Affairs or Designee				
Exec. Director, Housing and Residential Education				
Director, Procurement and Logistical Services				
Risk Manager				
Vice President of Business & Financial Affairs or Designee (Transactions of \$100K or more, MOUs , MOAs , FUAs , SFLAs)				
President (Transactions of \$300K or more)				

Reviewer

Comments:

FOR BFA USE ONLY

Verification of Agreement Components	INDICATE Yes, No or N/A		
Agreement contains scope of work and maximum dollar limit (including miscellaneous expenses)	Yes	No	N/A
Price and rates are in accordance with law, policies and guidelines	Yes	No	N/A
RFP/IFB # or Statutory Authority reference, as applicable	Yes	No	N/A
Specific Payment Schedule & Instructions are included	Yes	No	N/A
Effective Date of Agreement & Ending Date of Agreement are specified	Yes	No	N/A
W-9 or 204 Form completed by Vendor is on file w/ PLS Office?	Yes	No	N/A
General Provisions are attached if needed	Yes	No	N/A
Insurance Provisions, Requirements and Indemnification (Requires CSU Standards or Risk Mgmt. review)	Yes	No	N/A