

DATE LOGGED:

**TENNESSEE BOARD OF REGENTS
CONTRACT ROUTING CONFIRMATION**

RUSH? YES NO IF YES, NEED BY: _____

Institution: _____

Contractor: _____

Purpose: _____

Attached is a contract submitted to the Board of Regents for approval. Please review the attached and note any comments below. Please forward to the designated department for signature of approval.

The signatures below indicate the attached contract has been reviewed and is recommended for approval.

STEP 1: _____ _____
Signature of Originating Office Date

_____ _____
Office of Purchasing and Contacts Date

STEP 2: APPROVED AS TO FORM AND LEGALITY:

_____ _____
Office of General Counsel Date

STEP 3: _____ _____
Office of Business and Finance Date

STEP 4: Send to appropriate Vice Chancellor for Execution of Contract.

IF YOU HAVE CONCERNS OR CHANGES, PLEASE NOTE YOUR COMMENTS BELOW.