



MERRIMACK COLLEGE

FOR SIGNATURE BY:

PRESIDENT (greater than 1 yr. or \$500,000 or higher)

EXECUTIVE VICE PRESIDENT

CHIEF FINANCIAL OFFICER

Applicable Dates (for internal use by Office of the General Counsel only)

Initial Receipt: _____
Returned - Missing Documents / Incomplete Signature: _____

Confirmed - Submission Complete: _____

Returned - with Edit/Comment: _____

Approved by General Counsel: _____

Returned Executed by Merrimack: _____

PRIORITY LEVEL (to be determined by SVP):

HIGH

MEDIUM

LOW

Document:

Summary of document: _____

Requested by: _____

Cost over full life of contract (please indicate if contract extends over 1 year): _____

Business need/rationale (please provide details explaining the institutional benefit/goal of the document): _____

Department responsible: _____

Approval signatures: Please obtain signatures below, as appropriate, prior to submission for legal review.

Requestor: _____ Date: _____

Approved by Senior Vice President: _____ Date: _____

Approved by Provost: _____ Date: _____

Approved by Fiscal: _____ Date: _____

Approved by Human Resources: _____ Date: _____

Approved by General Counsel: _____ Date: _____