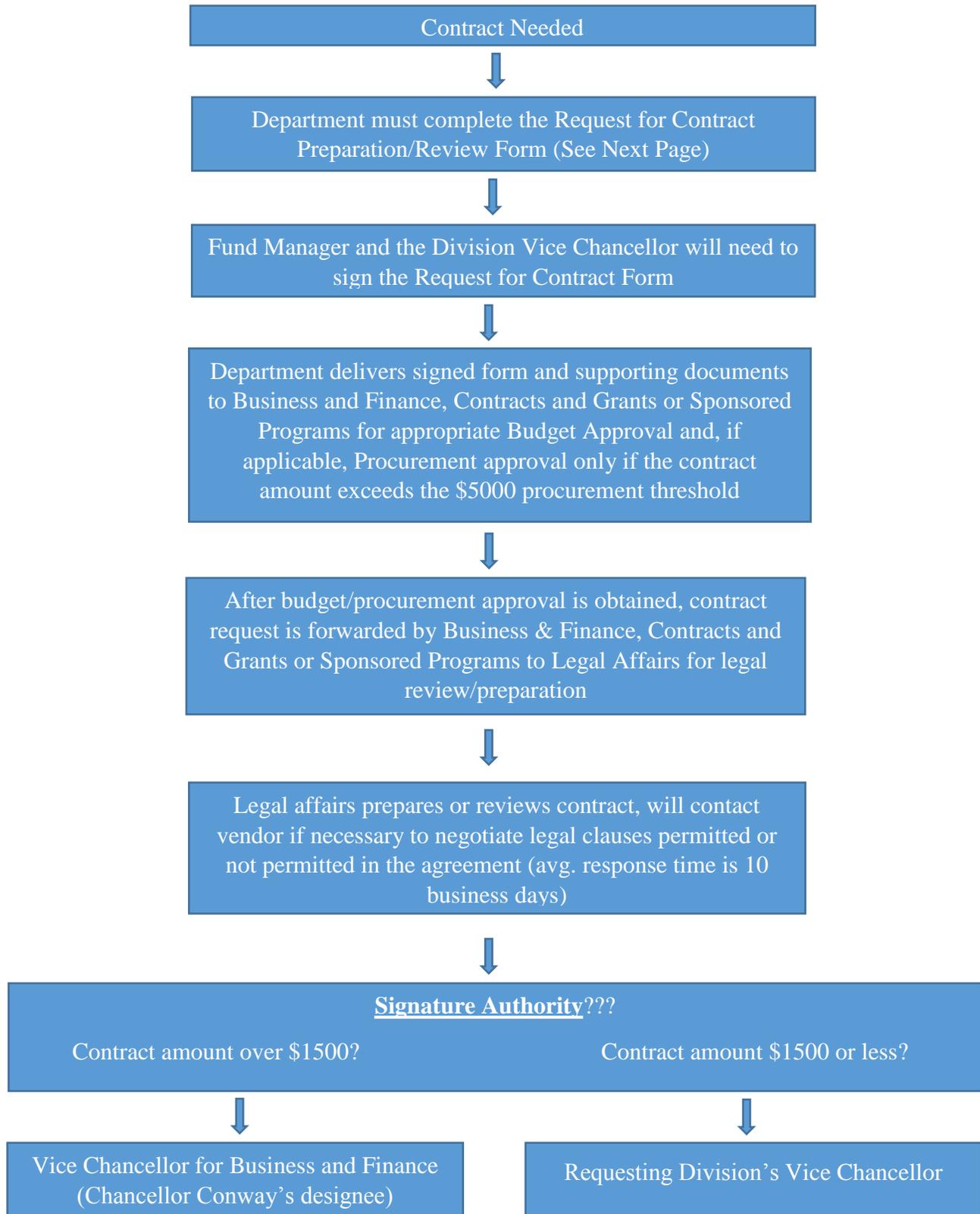


ECSU Contract Review/Approval Flow Chart



**** Please note that the contract requestor is responsible for delivering a fully executed copy of the contract to the vendor upon completion of the contract approval process.**

ELIZABETH CITY STATE UNIVERSITY

REQUEST FOR CONTRACT PREPARATION / REVIEW

Type of Contract: Consultant Professional Service Personal Service Guest Speaker Other

Funding Source: Federal Title III State Trust

Contract Requested by: _____ Requestor's Signature _____

Department/Division: _____ Date: _____ Fund No. _____

Fund Manager Signature _____ *Vice Chancellor Signature _____

**My signature above indicates this service cannot be completed by a University employee or by another state agency and that competition requirements have been met. The necessary paperwork is attached.*

To be completed by Requestor:

Suggested Vendor: _____

Address: _____

Email: _____ Phone: _____ Fax: _____

Services to be
Rendered:

***** (**Attach Scope of Work, Consultant Justification, and Other Supporting Documentation**) *****

Beginning Date of Service _____ Ending Date of Service _____

Location of Service: _____

Cost of Service to be rendered: _____

Does payment include travel expenses? Yes No Estimated Travel Cost Paid by ECSU _____

Reviewers:

Approved Not Approved _____ Date _____
(Title III Administrator or Budget Officer Signature- Budget Availability)

Approved Not Approved _____ Date _____
(Legal Affairs Signature)

Approved Not Approved _____ Date _____
(Chancellor Signature)

Approved Not Approved _____ Date _____
(Purchasing Agent Signature)