



Appendix A Middle Georgia State University Agreement Routing Form

General Information			
Requesting Department or Office	Contact Person (Chair or Director)	Telephone Number	MGA Email
Summary of Agreement Terms			
Other Party		Dollar Amount	Start/End Dates
		Yes	No
Description of Goods or Services		Using Student Information (Y/N)?	
Yes	No	Yes	No
Using Health Information of Any Kind (Y/N)?		Using MGA IT Networks (Y/N)?	
		Yes	No
Funding Source (MGA/Foundation Account No.)		Are Grant Funds Involved (Y/N)?	
Funds to be paid by/to (check/list one):	MGA Operating Funds	MGA Foundation	Other MGA Enterprise (Name)
Agreement Type (check one):	New	Renewal	Amendment
Department/Office Approval			
Department Chair/Office Director			Date
Technical Review (initial as needed)			
Contracts & Grants	Risk Management	Procurement	University Counsel
Unit/Division Approval			
Dean/Vice President			Date
Authorized Signatory Approval			
Provost & VP for Academic Affairs <i>(For purely Academic agreements, such as applied research, curriculum articulations, clinical, and student placement)</i>			Date
EVP for Finance and Operations <i>(Required for all commitments of University resources)</i>			Date
Date sent to the President <i>(if necessary for final approval)</i> :			
Agreement Administration			
Date final signed copy sent to Office of Contracts & Grants:			
Next Renewal Due:			