



UNIVERSITY OF THE DISTRICT OF COLUMBIA
CONTRACT ROUTING FORM

Requestor's Name/Title: Department
Phone#: E-mail Date Requested Date Due
Description of Goods/Services RQ#

To facilitate administrative review and legal sufficiency, all Senior Managers, Department Heads, Vice Presidents, Deans, Directors and staff under their direction are advised to review the University's Contracting Guidelines and are advised of the following changes to the University approval flow procedures.

Are the following documents attached (if applicable):

- 1. Recommended Contractor
2. W-9 (Vendor Identification Form)
3. Scope Of Work
4. Business Justification
5. Independent Government Estimate (IGE)/Cost Estimate
6. Resume/Business Profile
7. Designated COTR

Note: Items 6 through 9 must have appropriate approvals and signatures

- 8. IT Requirement Signature
9. Communication/Marketing Requirement Signature
10. Facility Related Requirement Signature
11. Human Resources Requirement Signature

Department Head Signature Date

Office of General Counsel Date Received Date Approved

Note: This form with appropriate signatures must accompany all requisitions when applicable