

**PROFESSIONAL SERVICES CONTRACT ROUTING FORM
LOUISIANA TECH UNIVERSITY**

This form is designed for use in routing professional services contracts. Contracts should be submitted for approval prior to starting date of contract. This form must accompany the executed contracts to Purchasing.

NOTE:

Louisiana Tech may **NOT** enter into a contract with someone who was previously employed by Louisiana Tech within the past two years. (fulltime, part time faculty and staff, graduate assistants and student workers.

If the contractor is a retired member of the Louisiana School Employee's Retirement System or Teacher's Retirement System of Louisiana they will be responsible for contributions from earnings to LSERS or TRSL.

Louisiana Tech may **NOT** contract with currently enrolled full or part time students.

Name of Person initiating the Routing Process

Name of Department

Account used to pay contract

Other Party (on contract)

Purpose of contract or work to be performed

\$ Amount of Contract

In Section "Contract" Be it known, that on this

In Section "Term of Contract" This contract shall begin on
and terminate no later than

The attached document has been reviewed and approval is recommended by the following:

Department Head _____ Date:

Dean _____ Date:

University Research _____ Date:

Appropriate
Vice President _____ Date:

Financial or Administrative Reviewer
Office of Comptroller or Purchasing _____ Date:

Once the contract is approved by all reviewing parties, it will be forwarded to the President for his signature. The President will return the signed contract to the person initiating the routing process.

When all parties have approved the contract, the initiating department must submit one original copy to the Purchasing Department for submission to the Office of Contractual Review, if applicable.

Note: It is suggested that a minimum of three original copies of contract be prepared. One for the "Other Party", one for Purchasing and one for the initiating Department.