

CONTRACT EXECUTION FORM FOR CONTRACTS ON UNG TEMPLATES
(For Contracts using a template developed by OGC when no changes are made)

Date:

Agreement Name:

Vendor (Company) Legal Name:

Requesting Information:

Requesting Department (what Department is requesting this work?):

Contract Initiator (who should we be communicating with about this contract?):

- Name:
- Email:
- Phone:

Contract Details:

Contract Start Date:

Contract End Date:

Vendor / Counter-Party Information:

Please provide the following information about the point of contact at the vendor / counterparty:

- Vendor/Counterparty Point of Contact (Name & Title):
- Vendor/Counterparty Email:
- Vendor/Counterparty Phone:
- Vendor/Counterparty Authorized Signer's Name:
- Vendor/Counterparty Authorized Signer's Email:

Approvals:

Supervisor Approval (the agreement will be routed to your Supervisor and Dean/Vice President for approval before signature):

Contract Monitor Name:

Department Head Name:

Dean Name:

Vice President Name:

***PLEASE SEND THIS COMPLETED FORM AND A COPY OF THE COMPLETED AGREEMENT TO TAMERA.BARDENWERPER@UNG.EDU**

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Office of General Counsel at legal@ung.edu or 706.867-4574.