

**ABILENE CHRISTIAN UNIVERSITY  
CONTRACT EXECUTION COVER SHEET  
FOR ELECTRONIC SUBMISSION<sup>1</sup>**

**REQUESTED BY:**  
**[Originator]**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_ [Please allow at least 2 weeks after delivery to Legal Services]

**CONTRACT SUMMARY**

**Subject Matter:** \_\_\_\_\_  
\_\_\_\_\_

**Other Party(ies):** \_\_\_\_\_

**Duration (From/To):** \_\_\_\_\_

**Cost to ACU:** \_\_\_\_\_

**ORIGINATOR CERTIFICATION:** By submitting this contract, you certify that you have read the contract, that it accurately reflects the intent of the parties and contains the elements required in the Substantive Checklist, that you have included all contract documents mentioned in the contract, that the contract is in ACU's best interest, that the activity is consistent with ACU's mission, that funds are available, and that you will assure that the contract is administered in keeping with its terms.

**COORDINATION:**

**Approval by Responsible Administrator:** The Originator must submit a completed cover sheet and the contract via email to the appropriate chair, director, dean or vice president of the department or office responsible for administering the contract (the "Responsible Administrator"). If he/she approves of the transaction contemplated by the contract, the Responsible Administrator should **then forward the cover sheet and contract to Legal Services** via email ([legalservices@acu.edu](mailto:legalservices@acu.edu)). If the other party is required to provide insurance under the contract, a copy of the **certificate of insurance** must be submitted for review with a copy of the contract

**Legal Services:** I have reviewed this contract and have no legal concerns or objections to the contract, except as noted in the space provided or in any attached memorandum: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**Risk Management (if contract has insurance provisions):** \_\_\_\_\_  
Signature Date

<sup>1</sup> A contract **cannot be submitted electronically if it has already been signed by the other party**. To properly save the information inserted into this form, do not save the form using your web browser. Instead, after completing the form, save the document by **clicking on the Save icon on the Adobe toolbar immediately above the form** (it looks like a computer disk). If for some reason, you are still unable to save changes to the form, please feel free to print and fax the coversheet to our office at x2879.