

APPENDIX C

**CONTRACT TERM SHEET**

The Business Owners as defined by the Signature Authority Policy, all complete the below information. A completed contract term sheet agreement and all pertinent attachments must be received before assignment to an attorney for review

Requestor/Dept.	
Requested Due Date	
Contracting Party Name(s)	
Contact Information	
Purpose	
ROI or Business Justification	
Key Terms	
Monetary Terms	
State Authorization: New location or new training/advising/class component at location?	
Documents Attached	
Previous Reviewers	
Stakeholders/Depts Impacted	
Attorney Notes	

**ROUTING SHEET**

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