



Rhode Island School of Design

Contract Approval Form

RISD policy dictates that the President or the SVP/Treasurer has the authority granted by the Board of Trustees, to execute business contracts on behalf of the institution. The Delegation of Authority policy is to establish delegations of authority to others on the President's behalf. Only an individual designated as a Contracting Authority has authority to execute business contracts on behalf of the institution.

This completed form is required to track all contracts to ensure they are properly reviewed prior to execution. The nature of the contract will dictate which signatures are required during the review process. Requestors and Department Heads are expected to review and be familiar with the business terms of all contracts or agreements.

After all approvals are in place, the contract will be forwarded to the designated authority for review and signature. Signed contracts will then be forwarded back to the requesting department, which must obtain a counter-signed copy from the other party. Departments must maintain copies of all contracts after both parties have signed them and a copy must be sent to Procurement Services.

Please note that standard business contracts and agreements generally require up to two weeks to process. If a contract is complex, high risk, high expense or requires negotiation, additional time will be necessary.

Please contact Procurement Services at epro@risd.edu with any questions.

Contract Information - Requestor, please fill out all fields below.

Requestor's Name, Dept. and Ext: _____

Requestor's Signature/Date: _____

Department Budget Manager's Signature/Date: _____

Vendor: _____ Additional Information: _____

Duration of contract: _____

Termination Option (please check): ☐ yes ☐ Yes ☐ no _____

Department GL # for payment: _____

Effective Date: _____

Fixed Cost of Contract: _____

Variable Costs in Contract: _____

Capital or Operating: _____

Approvals - Procurement Services will obtain all necessary approvals and will assign a contract number.

- ☐ Procurement Services: _____
- ☐ General Counsel: _____
- ☐ Human Resources: _____
- ☐ Information Technology: _____
- ☐ Budget (Central): _____
- ☐ Risk Management: _____
- ☐ Budget (Academic Affairs): _____

RISD CONTRACT # _____