



Contract Approval/Routing Form (CARF)

ONLY \$25,000 or less

contracts over \$25,000 must complete the USC contract approval form at the following link

http://trustees.sc.edu/forms/ContractApprovalForm_rev.pdf

A signed contract for final execution must be attached to this form for approval.

Section A - Contract

Contract Category [] Payable * [] Receivable ** [] No Funds

Contract TYPE [] New [] Amendment [] Renewal # of Renewals

Amount \$ Start Date End Date

If Payable, Funding Source (PeopleSoft or Partnership Account Numbers)

Brief description of business issues and key services

[Empty box for description]

Section B - External Contracting Party

Name Business

Phone Email

Address (street, city, state, zip)

Section C - USC Aiken Originator of Contract: Responsible Party

Name Department

Extension Box # Email

Section D - Approvals The signatures below indicate approval of the contract at the amount specified.

Department Chair/Unit Head required Department Chair/Unit Head approval may NOT be delegated. However, the signature of the next higher level administrator negates the need for approval (s) at a lower level. Document should be approved in the order as indicated below.

1. printed name of Department Chair/Unit Head signature date

2. printed name of Vice Chancellor within division signature date

3. Budget Officer (payable) / Controller (receivable) signature date

4. Vice Chancellor for Finance and Administration Sandra J. Jordan signature date

5. Chancellor signature date

NOTE: Completed form will be returned to the USC Aiken Originator. The Originator is responsible for mailing the contract (not form) to the external party and providing any necessary copies, etc. *Payable: the university pays. **Receivable: the external contracting party pays the university.