



SSWB Contract and Agreement Review Sheet

(This form must be submitted in Cobblestone with all contracts or agreements.)

From:

SSWB Departmental Director, Executive Team or Cabinet Member

Date:

To: David Pavlonnis, Assistant Vice President
SSWB Finance Business Center

Product(s) or Service(s) to be provided in the Contract/Agreement:

Annual Cost: \$

Term of Contract:

Total Cost: \$

**Date Services Commence or
Purchase Will be Made:**

If the start date has passed and items have been received or services have commenced prior to the approval of the contract or agreement, or prior to a purchase order being issued, an Unauthorized Procurement Action Justification form must be completed and sent to the SSWB Finance Director by the appropriate Cabinet or Executive team member. Please submit the the UAP form with the contract or agreement and any other supporting documentation.

For purchases of goods or services over the competition threshold of \$10,000, please explain how competition was attained: quotations, a competitive bid, sole source, state/other contract, exemption from competition, etc.

Other Information Relevant for Approval:

AVP Signature Required for Contracts Over \$25,000

Unauthorized Procurement Action Justification: procurement.ucf.edu/wp-content/uploads/sites/3/2019/05/Unauthorized-Procurement-Action-Justification050319.pdf