

**University of Prince Edward Island
Contract Approval Control Form**

Contract #: _____

Type of Contract:

Service* | Secondment | Fee For Service** | MOU's & Other Agreements

* Service - UPEI provides service and receives payment.
** Fee For Service - An individual/company provides services to UPEI.

- At least two (2) original copies of all types of contracts must accompany this form. One fully-signed original must be filed with the Comptroller's Office.
- The originating department is responsible for obtaining final signatures on contracts.
- Use separate Research Contract Approval Control Form for Research Contracts

Contract Title _____

Parties to the contract:

1 _____
2 _____

Account Number: _____

Start Date for Contract: _____ (Day/Month/Year or Not Applicable - N/A)

End Date for Contract: _____ (Day/Month/Year or Not Applicable- N/A)

Dollar Value of Contract: _____

Reviewed By:	<u>Name</u>	<u>Department</u>	<u>Signature</u>	<u>Date</u>
Originator:	_____	_____	_____	_____
Chair/Depart. Head:	_____	_____	_____	_____
Dean/Director:	_____	_____	_____	_____
V-P/President:	_____	_____	_____	_____

Director of HR (Secondment & Fee for Service Only):

Recommended Rejected

Signature: _____

Date: _____

Comptroller/V-P, Admin. & Finance:

Approved Rejected

Signature: _____

Date: _____

Comments: _____

Please use myupe.ca to generate a Purchase Requisition upon receipt of fully signed contract. Please reference the contract number located in the top right hand corner of this form when completing Purchase Requisition.

- Contract Forwarded to Other Parties for Signature _____
- Fully-signed Original Received _____
- Originating Department _____
- Procurement & Payables (as applicable) _____
- Financial Services (as applicable) _____