



Contract Approval/Routing Form (CARF)

ONLY \$650,000 or less

contracts over \$650,000 also must complete the USC contract approval form at the following link

https://sc.edu/about/offices_and_divisions/board_of_trustees/documents/contract_approval_form_amended_021523_form.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

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 Dean	signature	date
3.			
	printed name of Vice Chancellor within division	signature	date
4.	Angie Osbon / Sharonne Calvin		
	Budget Officer (payable) / Bursar (receivable)	signature	date
5.	Cam Reagin		
	Vice Chancellor for Finance and Administration	signature	
6.	Daniel Heimmermann		
	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.