



**CONTRACT APPROVAL FORM (CAF)**

If this contract requires a financial commitment, a purchase requisition with first line approval may be substituted for this CAF.

\*Contract Number \_\_\_\_\_  
(\*General Counsel use only)

**Section 1. INFORMATION ABOUT THE VENDOR OR SERVICE PROVIDER AND THE CONTRACT**

1-A Name of company \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone, fax, email \_\_\_\_\_

Federal ID number \_\_\_\_\_

1-B Project name/description \_\_\_\_\_

1-C Describe Lincoln University's interest in the goods/services \_\_\_\_\_

1-D Is vendor currently providing goods or services?  YES  NO

1-E Type of Agreement  
Check one:  New contract  
 Purchase order w/ quote (attach standard terms & conditions)  
 Renewal/Modification of previously approved contract  
 Unmodified Lincoln form contract

1-F The term of the contract is from (DATE) \_\_\_\_\_ to (DATE) \_\_\_\_\_

1-G Lincoln Contact Name/Extension: \_\_\_\_\_

**Section 2. APPROVAL**

2-A Department Chair/Director Approval: \_\_\_\_\_

2-B Dean Approval: \_\_\_\_\_

2-C Vice President/Provost Approval: \_\_\_\_\_

**Section 3. FOR COUNSEL'S USE ONLY**

3-A Additional Information Requested by Counsel?  YES  NO Date Requested \_\_\_\_\_

3-B Description of Additional Information Requested: \_\_\_\_\_  
\_\_\_\_\_

3-C Counsel Approval \_\_\_\_\_  
Date \_\_\_\_\_

**Section 4. UNIVERSITY APPROVAL**

4-A President Approval \_\_\_\_\_

4-B Chief Financial Officer Approval \_\_\_\_\_