

# Northern Kentucky University Contract Cover Sheet

Department: \_\_\_\_\_

Person initiating contract: \_\_\_\_\_

Brief description of contract and purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does this contract call for NKU to pay another party? Yes \_\_\_ No \_\_\_

If yes, how do you plan to process payment? PAR \_\_\_ Personal Service Contract \_\_\_

Purchase Order \_\_\_ Other \_\_\_ (please explain) \_\_\_\_\_

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## **SIGNATURES AND DATE**

## **REMARKS/EXCEPTIONS**

\_\_\_\_\_  
Initiating Department Representative

\_\_\_\_\_  
Director/Dean

\_\_\_\_\_  
Major Department Head

\_\_\_\_\_  
Procurement Services

\_\_\_\_\_  
Purchase Order Number

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### *For Legal Services Use Only*

\_\_\_\_\_  
University Counsel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Signed By

\_\_\_\_\_  
Date

Disposition: \_\_\_\_\_

\_\_\_\_\_