DATE LOGGED: Click here to enter text.

**TENNESSEE BOARD OF REGENTS**

**CONTRACT ROUTING CONFIRMATION**

RUSH? YES  NO  IF YES, NEED BY: Click here to enter text.

Institution: \_ Southwest Tennessee Community College

Contractor: Click here to enter text.

Purpose: Click here to enter text.

Attached is a contract submitted to the Board of Regents for approval. Please review the attached and note any comments below. Please forward to the designated department for signature of approval.

The signatures below indicate the attached contract has been reviewed and is recommended for approval.

STEP 1: Click here to enter text. Click here to enter text.

Signature of Originating Office Date

Click here to enter text. Click here to enter text.

Office of Purchasing and Contracts Date

STEP 2: APPROVED AS TO FORM AND LEGALITY:

Click here to enter text. Click here to enter text.

Office of General Counsel Date

STEP 3: Click here to enter text. Click here to enter text.

Office of Business and Finance Date

STEP 4: Send to appropriate Vice Chancellor for Execution of Contract.

IF YOU HAVE CONCERNS OR CHANGES, PLEASE NOTE YOUR COMMENTS BELOW.

Click here to enter text.

(TBR 10/05)