

MEMORANDUM

TO: _____, Procurement and Contracts

FROM: _____

THRU: _____

DATE:

SUBJECT: Authorization to Proceed to Establish New Contract(s)

Prior to issuing a solicitation to establish a New Contract, Departments are required to submit this signed **Authorization to Proceed** form. An eVA purchase requisition will be created as needed. The individual's signature below acknowledges that all required approvals have been obtained and funding is available.

Authorized Department Signature [This signature has authorization to commit funds on behalf of the Department.]	
Signature:	Date:
Printed Name:	
Title:	
Email:	Phone Number:

Estimated Budgeted Dollars To Be Allocated:	Account:	Program:
Description of Goods/Services:		

Departments must complete **Section A** indicating requested action.

Section A – Establish New Contract to Replacing Existing /Expiring Contract

Department authorizes issuing a solicitation (check one):

_____ To replace an existing contract that expires _____ (date) because there are no remaining renewal options and the department still needs the goods/services.

_____ To replace an existing contract that expires _____ (date) that has remaining renewal options; however, the Department has elected not to renew. If this option is selected documentation must be provided to the Procurement and Contracts Department for the contract file.

_____ For a New Initiative (Section B must be completed.)

Section B – For a New initiative.

Crystal Cregger, University Budget Director, or designee, must authorize new initiatives prior to issuing a solicitation or accessing an existing cooperative contract via a Cooperative Use Agreement.

Budget and Financial Planning Authorization	
Signature:	Date:
Printed Name: Crystal Cregger	
Title: University Budget Director	
Email: cecregger@radford.edu	Phone Number: 540-831-2474

Return completed form to Procurement and Contracts (PO Box 6885) or email to Procurement Officer listed above.