*Western Nevada College*

CONTRACT ROUTING SHEET

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CAMPUS** |  | **LENGTH OF AGREEMENT** |  | **AMOUNT** |  |
|  | **CARSON** |  | **One year or less** |  | **Less than $100,000** |
|  |  |
|  | **FALLON / RURAL CTR.** |  | **One to five years** |  | **$100,000 to $1,000,000** |
|  |  |
|  | **DOUGLAS** |  | **More than five years** |  | **$1,000,001 or more** |
|  |  |
| **Vendor*/Description of the Contract (found on first page of Contract)*:** |
| Vendor Name: Description of Contract: -  |
| **Term of Contract:**  |  |
| **Employee initiating contract/agreement:** |  |
| **WNC Program / Account Number(s) associated with contract** |  |
| **If financial commitment by WNC, list amount & account number(s):** |  |
|  |
| **Indicate other WNC commitment(s) related to this contract/agreement:**  |
|  |
|  |  |  |  |  |  |
| **If students are involved in this activity, have they signed waivers:** | **Yes** |  |  | **No** |  |
|  |
| **NOTE: Certificate of Signature of Authority checklist must be completed and attached.** |
| **\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Dr. Vincent Solis Date****President** |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mark Ghan Date****Vice President / Legal Counsel**  |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Darla Dodge Date****Interim Vice President of Finance & Administrative Services**  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Scott Morrison Date****Interim Vice President of Academic & Student Affairs** |
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|  |
| ***FOR OFFICE USE ONLY*** |  |
| **DATE REC :** |  | **DATE ROUTED:** |  | **DATE Contract Fully Executed:** |  | **Scanned / Logged :** |  |  |
| **Misc:** |  |  |

Form 7/18

*Nevada System of Higher Education*

CERTIFICATE OF SIGNATURE AUTHORITY

**I certify that the contract to which this Certificate of Signature Authority is attached fully complies with the requirements of NSHE Procedures Manual, Chapter 5, Section 3. I also specifically certify the following:**

**CHECK ALL APPROPRIATE LINES:**

|  |  |
| --- | --- |
|  | 1. Does the contract reflect the Board of Regents as the contracting party, especially in the signature block?
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|  | 1. Does the contract identify its purpose, the parties, the term of the contract, and the consideration to be paid, performed or promised?
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|  |
|  |
|  | 1. Is the contract free of hold-harmless clauses or—if not—have you used, or obtained the consent of the other contracting party to use, the substitution of NSHE’s wording of the hold harmless clause?
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|  |
|  | 1. Is the contract free of a commercial general and business automobile liability insurance requirement for NSHE or—if not—have you used, or obtained the consent of the other contracting party to use, the addition of NSHE’s self-insurance language? Have the insurance and indemnity clauses been approved by NSHE Risk Manager and General Counsel?
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|  | 1. Does the contract require workers’ compensation, commercial general, and business automobile liability insurance from the other party for at least the limits specified herein?
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|  | 1. If the contract deals with nuclear waste repository research, does the contract contain the mandatory non-consent language required by Question 25?
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|  | 1. If the contract’s term is open-ended or for an indefinite term, does the contract contain a mutual cancellation or termination clause with a stated time period for notice of cancellation?
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|  | 1. Does the contract stipulate that it is subject to Nevada law?
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|  | 1. If a contract is authorized to be signed by an NSHE institution’s president and the president has delegated his or her signature authority to another person, is there a written delegation of signature authority on file?
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|  | 1. If a contract has been sent to the chancellor for signature, has the contract been recommended for signature by the president or designee of NSHE institution? Have you included an extra copy of the contract for the Chancellor’s Office files? Have you flagged all pages requiring the chancellor’s signature? Have you allowed space for the president to initial each page? Have you included an addressed return envelope?
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|  | 1. If the contract term exceeds the biennial budget period, has a non-appropriation clause been included
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 **Initial Contract Reviewer Date**

 **Kelly Kiesow Date**

**Assistant to the Vice President of**

**Finance and Administrative Services**