



Risk Management Contract Cover Sheet

<https://controller.psu.edu/risk-management/contract-information>

STOP [click here](#) to make sure you are submitting your agreement to the proper office for processing.
If you are paying with a **Purchase Order**, contact Purchasing Services for the handling of this agreement.

Remit cover sheet and contract by **ONE** of the following methods:

Email: riskcontracts@psu.edu

Fax: 814-865-4029

Interoffice Address: 103 Rider Bldg. - UP

US Mail:

Risk Management Office
The Pennsylvania State University
227 W. Beaver Ave., Suite 103
State College PA 16801

Risk Management Notes for Assistant Treasurer

Service/Performance Date: _____

Vendor/Company Name: _____
(Who is PSU doing business with)

Vendor/Company _____

Mailing Address _____

PSU has been asked to supply a Certificate of Insurance _____

Brief Description about the contract and/or Special Notes:

Please Note:	Copies are not maintained by Risk Management or the Assistant Treasurer, we recommend making a copy before submitting.	Contracts are reviewed by Risk Management and then sent to an Assistant Treasurer for an authorized signature, per University policy <u>FN-11</u> . An Assistant Treasurer will <u>not</u> sign a contract until it is reviewed by Risk Management.	Estimate 10-12 business days for processing routine contracts.
Ag - Cooperative Extension Only	Must include the Penn State Cooperative Extension Checklist . Is this event sponsored by the University ___ Yes ___ No If yes, will an employee be present and in charge? ___ Yes ___ No If a volunteer will be present and will be in charge of the event, stop here and contact The Wood Agency.		

PSU College/Admin Area/Campus Information

Please check the appropriate box below and complete the contact information:

1 Department is requesting a **REVIEW ONLY** – Contract is not to be routed for University signature.

OR

2 Department is recommending this contract be signed by an authorized signatory on behalf of the University. Department acknowledges the following responsibilities:

- Department has read and agrees with the terms including, if any, the financial obligations and business terms in the contract.
- Department is responsible to forward contract and secure Vendor/Company signed copy, if not already done.
- Department must verify that any changes made by the University to the contract were accepted by Vendor/Company. If they were not, please contact Risk Management.
- Department is responsible to keep the fully executed contract on file as the official University record. Refer to policy AD35 and APP18.

Have you included any and all terms and conditions and/or rules and regulations that are mentioned in the contract you are submitting?

The section below is only for areas with special approval and routing protocols (i.e. Student Affairs, Health/Human Development)

The reviewed or signed agreement and the certificate of insurance (if requested) will be returned back to the PSU contact person listed below.

PSU Contact Information:

College /Admin Area / Campus _____

Contact Person _____

Email Address _____

Phone Number _____

Fax Number _____

Mailing Address _____

Financial Officer or Department Approval		Routing Instructions	
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