

**CONTRACT ANALYSIS FORM
NASHVILLE STATE COMMUNITY COLLEGE**

INSTRUCTIONS: Attach this form to any contract requiring the signature of the President or the Vice President for Finance and Administration. Check all items listed below that apply then route for appropriate approvals BEFORE sending to the Vice President's office for review. (Mailbox #2)

The following items apply to the attached contract **please fill in required information.**

Vendor: _____ **Vendor A#:** _____
Service: _____ [If no A# exists, you must get the vendor to complete the vendor application and attach the vendor application to this form.]

Contact Information:

Name: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Telephone #: _____
Dates of Contract: From: _____, To: _____.

Check all that apply and fill in required information:

- _____ 1. The contract/grant requires the expenditure of funds from org. no. _____ in the amount of \$ _____.
Funds must be currently available.
- _____ 2. Attached is a completed Substitute W-9 Form for IRS reporting. (Available in Public Folders.)
- _____ 3. Funds are being received from the contract/grant in the amount of \$ _____ to account _____.
- _____ 4. No funds are involved in the execution of the contract.
- _____ 5. This contract is for a non-credit class with revenue account no. _____ totaling \$ _____ and expenditure account no. _____ totaling \$ _____.
- _____ 6. This is a grant proposal. NSCC will be responsible for the matching funds of \$ _____ and are available in account no. _____.
- _____ 7. **Contracts with non-US citizens or their agents - Appropriate questionnaires and forms have been completed and signed.** (Forms can be obtained from Payroll, ext. 3323).
- _____ 8. Other _____.

***** *For Contracts \$5000 and above please complete the following:* *****

- _____ 9. Competitive Contract - please supply bid documentation.
- _____ 10. Non - Competitive Contract - please submit the appropriate "Justification for Non-Competitive Purchases and Contracts" form.

Prior to final execution of this contract, please indicate your concurrence or non-concurrence and forward to the next listed official: (This may be done via email.)

The attached document has been reviewed and approved including the appropriate "Justification for Non-Competitive Purchases and Contracts" form.

Contract Originator	Remarks	Date
Department Head	Remarks	Date
Dean/Director	Remarks	Date
Vice President	Remarks	Date

**After all signatures have been obtained, forward to
 Tammy Thorne, Office of the Vice President of Finance and Administrative Services, Room W-28 Weld Building.**