

ATTACHMENT A
ARRANGEMENTS/CONTRACT APPROVAL FORM

TO: Office of Legal Affairs

FROM: _____

DATE: _____

This form must be completed *prior to execution* of any Arrangement or Contract. This form must be submitted upon execution of an Unmodified Template; and upon issuance of a Template Purchase Order where the Template Purchase Order serves as the contract, and the purchase is for \$20,000 or more.

Please check this box and complete Sections 1-6 below if the attached contract is an Unmodified Template or Template Purchase Order where the Template Purchase Order serves as the contract, and the purchase is for \$20,000 or more. If you check this box, you do not need to obtain approval signatures from the Office of Legal Affairs or Corporate Compliance.

1. Brief Description of the Arrangement/Contract:

2. Parties to the Arrangement/Contract:

3. Proposed Date of Execution of Arrangement/Contract:

4. Does the Arrangement/Contract involve a physician or a physician's Immediate Family Member? If so, please explain:

5. Lead Responsible Person:

6. Individual(s) Expected to Sign the Arrangement/Contract on behalf of RUMC:

7. Attach the following

- a. Final negotiated Arrangement/Contract
- b. Final confirmation of fair market value, where applicable
- c. Final one-page summary of key terms of the Arrangement/Contract
- d. Any other relevant information or documentation regarding the Arrangement/Contract

Department	Signature	Title	Date
Office of Legal Affairs			
Corporate Compliance			

