

CONTRACT COVER SHEET INSTRUCTIONS

Before completing a Contract Cover Sheet, please read the following questions and proceed as indicated:

Is this a good or service available via Lion Marketplace or an Internal Contract?

If yes, **do not** complete this form. Proceed with the Purchase Order (PO) process for that purchase.

If no, continue to next question.

Is this Software or Software-as-a-Service (SaaS)?

Including, but not limited to, End-User License Agreement (EULA), Digital Apps - Online Platforms, Website Services, Courseware, Software Electronic Click-Through Agreements.

Please review before completing this cover sheet:

software.psu.edu - As a Penn State student, faculty, or staff member, a variety of software is available for no cost or at a reduced cost. Browse software.psu.edu to see all current offerings, including subject-specific software. If software is available from software.psu.edu, **do not** complete this form.

courseware.psu.edu - For courseware Software Agreements, please visit courseware.psu.edu for more information on how to submit. **Do not** complete this form.

If not available from software.psu.edu or courseware.psu.edu, complete the [Software Request Form](#) to determine how the associated Software Agreement (electronic or hard signature) must be processed. Once you have completed the Software Request Form, you will need to **download a pdf of the completed form** and then submit the form according to the instructions included on the last page of that pdf. If you have not completed a Software Request Form before, please review the [Software Request Form Checklist](#) for a general overview of the information that will be requested.

Purchase Order with Contract Payments:

DO NOT complete this form if a Purchase Order is the payment method (if unsure, consult the [SIMBA General Ledger/Payment Decision Matrix](#)). If paying with a Purchase Order, the contract needs to be attached to the shopping cart in SIMBA which will initiate the contract review and signature process.

If a determination has been made that this contract cover sheet is needed, continue to the next page. Consult the [Contract Cover Sheet Form Instructions](#) document for assistance completing the form.

NOTE: Once you email your completed cover sheet and contract to psucontracts@psu.edu it will be logged and assigned for review. Please submit your contract as soon as possible as lead time for completion will vary based on a variety of factors including the number of contracts in the queue, complexity of the contract and input needed from other offices.

Fill-and-print fields outlined in red are required fields.

SECTION 1: CONTRACT COVER SHEET

Date _____

Is there an outgoing payment from the University associated with this Agreement?If yes, after consulting the [SIMBA General Ledger Accounts and Payment Decision Matrix](#), select the payment method:

If no, is this a non-financial agreement (no payment incoming or outgoing)?

If no, are there incoming funds/payments to the University?

If no, please explain:

Continue to Section 2: Supplier/Other Party Information.

SECTION 2: SUPPLIER/OTHER PARTY INFORMATION

Supplier/Other Party Name _____

Contact Person _____

Phone # _____

Contact Email _____

NOTE: Non-PO Invoice Payments require Suppliers to be registered within SIMBA before payments can be made. Departments should check with Department SIMBA users and if Supplier is not registered then direct the Supplier to [Become a Supplier](#)**Is this Supplier a foreign entity?**(If Yes, see [Non-U.S. Citizen Payment Guidelines](#))

Continue to Section 3: Contract Information.

SECTION 3: CONTRACT INFORMATION

Dollar Value of Contract (if applicable) _____

Is this a contract renewal?**Provide a brief description of Contract (including any special notes):****Date of Contract Service/Performance (list date range if applicable):****Is any data being shared with, manipulated, stored, or managed by the Supplier/Other Party?**If yes, per Policy [AD95 Information Assurance and IT Security](#), which category of data will be involved (select all that apply and provide brief description):For assistance please see Office of Information Security's [Information Classification Decision Tool](#)**If contract is for use or purchase of third-party content include a description of how content will be used:****Does contract require a Certificate of Insurance to be supplied to the Supplier/Other Party?**

Continue to Section 4: Initiating Department

SECTION 4: INITIATING DEPARTMENT

College / Admin
Area /Campus _____

Business
Area # _____

Name of Person completing this form _____

Phone # _____ Email _____

Please provide contact information for the primary contact and department contract steward for this contract if different than person completing this form:

Primary Contact Person _____

Primary Contact Phone # _____

Primary Contact Email _____

If you are part of Agricultural Sciences Cooperative Extension, continue to "Section 5: Agricultural Sciences Cooperative Extension. If not part of Agricultural Sciences Cooperative Extension, continue to "Section 6: Contract Processing."

SECTION 5: AGRICULTURAL SCIENCES COOPERATIVE EXTENSION

Is this event sponsored by the University?

If yes, will an employee be present and in charge?

If a volunteer will be present and will be in charge of the event, **stop here** and contact The Wood Agency to process the contract.

Continue to Section 6 Contract Processing.

SECTION 6: CONTRACT PROCESSING

Is this an Electronic Click-Through Agreement (online terms)?

If yes, skip this section and go to Section 7 Electronic Agreement Questions.

Option 1 Signature Required:

By selecting Option 1 for signature, the employee completing this form affirms on behalf of their department, that they or the primary contact have read and agree with the terms, including if any, the financial obligations and business terms, and will comply with the following:

Initiating Department must forward the signed contract to the Supplier/Other Party as this will not be done by Procurement Services or the Assistant Treasurer's Office.

Initiating Department must alert Procurement Services if the Supplier/Other Party does not accept any changes made by the University.

Initiating Department must secure and maintain a copy of the contract that has been signed by all parties as the official University record. For the University's Record Retention policy refer to Policy [AD35 University Archives and Records Management](#)

Option 2 Review Only:

By selecting Option 2, the employee submitting this form is not requesting a signature and instead is only requesting a contract review and for feedback to be provided back on the contract.

If this is NOT an electronic click-through agreement then save your completed form now to route to psucontracts@psu.edu with your contract. Be sure to attach the cover sheet and contract as separate files in the email (please do not combine the files).

Continue to next page for Section 7: Electronic Click-Through Agreement. Do not complete Section 7 unless agreement is an electronic click-through agreement.

SECTION 7: ELECTRONIC CLICK-THROUGH AGREEMENT PROCESSING

Only to be completed if this agreement is an electronic click-through agreement:

Provide the link where the electronic agreement can be viewed:

If no link is available, please submit the electronic agreement separately with this cover sheet.

Select type of electronic agreement to be reviewed:

If other, please specify:

Electronic Agreement Acknowledgment:

Select one option below for this electronic agreement:

Option 1

By selecting Option 1, department is requesting approval for a one-time delegation to permit department to accept the contract electronically on behalf of the University. The employee completing this form affirms, on behalf of their department, that they or the primary contact have: (a) read and agree with the terms, including if any, the financial obligations and business terms in the electronic agreement, and (b) acknowledges that the department is responsible to keep a copy of the agreement along with the one-time delegation on file as the official University Record. For the University's Records Retention Policy refer to [Policy AD35 University Archives and Records Management](#).

Option 2

By selection Option 2, the employee submitting this form is not requesting an approval for a one-time delegation and instead is only requesting a contract review and for feedback to be provided back on the contract.

Save the completed form to route to psucontracts@psu.edu. If no link is available, for the electronic agreement, please include electronic agreement along with this cover sheet.