



COLUMBIA
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*building dreams,
transforming lives*

Office of the President

Contract Cover Sheet

Contract Title:	
Brief Description:	
Type of Contract: <input type="checkbox"/> Articulation Agreement <input type="checkbox"/> Clinical Affiliation Agreement <input type="checkbox"/> Memorandum of Understanding <input type="checkbox"/> Intergovernmental Agreement <input type="checkbox"/> Lease <input type="checkbox"/> License Agreement <input type="checkbox"/> Personal/Professional Services <input type="checkbox"/> Service Agreement <input type="checkbox"/> Student Affiliation Agreement <input type="checkbox"/> Small Construction <input type="checkbox"/> Other: <input style="width: 450px; height: 20px;" type="text"/>	
Period of Performance: Start Date: <input style="width: 100px;" type="text"/> Note: <input style="width: 100px;" type="text"/> End Date: <input style="width: 100px;" type="text"/> Note: <input style="width: 100px;" type="text"/>	
Project Manager (Person responsible for project implementation and contract management):	Department:
Phone:	Email:
Procurement Process Used: <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Not Applicable <input type="checkbox"/> Request for Proposals <input type="checkbox"/> Special Procurement (Explain): <input type="checkbox"/> Written Quotes <input type="checkbox"/> Other (Explain): <input style="width: 650px; height: 25px;" type="text"/>	
Total Contract Amount:	
Funding Source: CGCC <input type="checkbox"/> Contingency Fund <input type="checkbox"/> General Fund <input type="checkbox"/> Capital Fund <input type="checkbox"/> Reserve Fund <input type="checkbox"/> Special Revenue (Specify): <input style="width: 450px; height: 20px;" type="text"/>	
State <input type="checkbox"/> Community Colleges & Workforce Development <input type="checkbox"/> Grant (Specify): <input style="width: 500px; height: 20px;" type="text"/>	
Federal <input type="checkbox"/> Department of Labor <input type="checkbox"/> Department of Energy <input type="checkbox"/> Grant (Specify): <input style="width: 500px; height: 20px;" type="text"/>	

<input type="checkbox"/> Other (Specify): <input style="width: 680px; height: 25px;" type="text"/>			
Specify Other Persons and/or Committees Coordinated with during project development:			
Was Contract Reviewed by Legal Counsel?	Yes	No	If no explain why legal review was not needed:
Additional Comments:			

Required Signatures

Project Manager:	Date: <input style="width: 120px; height: 25px;" type="text"/>
Supervisor:	Date: <input style="width: 120px; height: 25px;" type="text"/>
Department Chief (if different than Supervisor):	Date: <input style="width: 120px; height: 25px;" type="text"/>
Chief Financial Officer (Applicable if contract has budgetary impact):	Date: <input style="width: 120px; height: 25px;" type="text"/>
Manager of Accounts Receivable, Contract and Grant Accounting (if applicable):	Date: <input style="width: 120px; height: 25px;" type="text"/>
Purchasing/Contract Coordinator:	Date: <input style="width: 120px; height: 25px;" type="text"/>
<input type="checkbox"/> Verification of Appropriate Insurance Requirements	
Chief Operating Officer:	Date: <input style="width: 120px; height: 25px;" type="text"/>

Please return signed contracts to:

by: