USNH DOCUMENT BACKGROUND INFORMATION

(Please complete and attach to any document requiring USNH Treasurer’s signature)

Campus: Plymouth State University

Contact person, email, phone:

Requested date by which document is to be signed and returned:

This document is a [ ]  new agreement; [ ]  amendment to an existing agreement

This document is being sent to the USNH Treasurer for signature for the following reasons (check all that apply):

[ ]  Value of the total contract including amendments is greater than campus CFO’s delegation of

 >$250,000 (VP) or $100,000 (AVP)

[ ]  Is for a special service which requires USNH Treasurer’s authorization regardless of value

[ ]  acquiring an equity interest in start-up companies in exchange for the transfer of

 technology and other intellectual property (*Financial Services Procedure 12-003 D.3.h*)

[ ]  banking services/creation of new bank account (*Policy BOT I.C.1 and Financial Services Procedure 12-003 D.3.f*)

[ ]  borrowing instrument (*Policy BOT I.C.1 and Financial Services Procedure 12-003 D.3.f*)

[ ]  tax filing or tax-related document (*Financial Services Procedure 12-003 D.3.i*)

[ ]  hiring auditor or accountant (*Financial Services Procedure 12-003 D.3.d*)

[ ]  insurance (*Financial Services Procedure 12-003 D.3.g*)

[ ]  legal settlement (*Policy BOT I.C.1*)

[ ]  loan or loan guarantee (*Policy BOT I.C.1 and Financial Services Procedure 12-003 D.3.f*)

[ ]  purchase or sale of real property (*Policy BOT I.C.1 and Financial Services Procedure 12-003 D.3.a*)

[ ]  property lease exceeding three years in duration and/or the campus CFO’s delegation (*Policy BOT I.C.1 and Financial Services Procedure 12-003 D.2*)

[ ]  stock transfer (*Policy BOT IV.H*)

[ ]  other (please cite policy/procedure:

Funding source:

The funding for this agreement/contract required USNH Board of Trustees’ approval: yes 🞏; no 🞏

If yes, approval was granted on

 (date)

Items outlined within the Contract Review Checklist (*Financial Services Procedure 12-009*) have been addressed, where appropriate: yes 🞏; no 🞏

Provide nature of USNH review (general counsel, human resources, contract review, risk management, controller, etc.) of this agreement:

Provide a brief explanation about the need for this contract/agreement, due diligence performed by your campus (e.g., was it competitively bid, is process adequately documented), consideration given to possible benefit of this contract to other USNH institutions, and any other information you believe would be helpful to the signor:

Campus Officer Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Officer Name (printed): Laurie R Wilcox, Associate Vice President for Finance and Administration