

**Academic Contract/Agreement Routing Document**

When routing a new contract/agreement through the signature process please attached this form.

I \_\_\_\_\_, director/manager/coordinator of the \_\_\_\_\_

Program, do certify that I have reviewed the attached contract/agreement and have found it to be in compliance with the Contract Guidebook for Administrators.

I \_\_\_\_\_, Dean of the \_\_\_\_\_

Division, do certify that I have reviewed the attached contract/agreement and have found it to be in compliance with the Contract Guidebook for Administrators.

I, \_\_\_\_\_, VP of the \_\_\_\_\_

Division, do certify that I have reviewed the attached contract/agreement and have found it to be in compliance with the Contract Guidebook for Administrators.

I, \_\_\_\_\_, President of \_\_\_\_\_

Approve the attached contract/agreement on behalf of Southwest Virginia Community College.