

**Contract Responsibility Form**

**(Transfer of Person Responsible for Ensuring the Contract Terms)**

# Contract Vendor:

**Department:**

**Contract #:**

**Requisition #:**

**Purchase Order #:**

**Contract Amount:**

**Prior Responsible Party:**

**New Responsible Party:**

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| **Certification of University Employee(s) With Responsibility for Ensuring Contract Terms and Conditions are Met**I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University’s obligations (including, for example, scope of work, payment due dates, late charges, tax, charges, insurance, and confidentiality requirements) and all other provisions of this contract, except as noted in any attached memorandum. **I acknowledge responsibility to ensure that all good faith efforts are employed in seeing that all terms, conditions and responsibilities of the contract are met.**  |
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|  Name:       Title:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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