

**TENNESSEE BOARD OF REGENTS  
TENNESSEE TECHNOLOGICAL UNIVERSITY  
SERVICES CONTRACT MONITORING PLAN**

**Contract Monitor:** \_\_\_\_\_  
(monitor is responsible for this plan and initiating amendments and/or renewals to contract)

**1. CONTRACTOR/VENDOR:** \_\_\_\_\_

**2. CONTRACT NUMBER:** \_\_\_\_\_ **3. CONTRACT TERM:** \_\_\_\_\_

**4. DESCRIPTION OF CONTRACT:**

\_\_\_\_\_  
\_\_\_\_\_

**5. PAYMENT FREQUENCY:** \_\_\_\_ upon receipt of invoices \_\_\_\_ after completion of work

**6. AMENDMENTS** \_\_\_\_ Yes \_\_\_\_ No      **Number and Date:** \_\_\_\_\_

**7. BUDGET REVISIONS** \_\_\_\_ Yes \_\_\_\_ No      **Number and Date:** \_\_\_\_\_

**8. DELIVERABLES REPORTING  
SERVICES AND GOODS (if any)**

Description	Date Received
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

**9. ACTION SUMMARY**

Document and date any activities, accomplishments, or barriers (if applicable) to the performance of this contract.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that, to the best of my knowledge, the above is an accurate account of the goods/services/activities in regards to this contract.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date