

**TENNESSEE TECH UNIVERSITY  
SERVICES CONTRACT MONITORING PLAN**

**Contract Monitor:** \_\_\_\_\_

*(Note: 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:**

**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, \_\_\_\_\_ *(printed name of contract monitor)*,  
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