

**TENNESSEE BOARD OF REGENTS**

**CONTRACT MONITORING PLAN**

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

*(Monitor is responsible for this plan and initiating amendments and/or renewals to contract)*

<b>1. CONTRACTOR/VENDOR:</b>
<b>2. CONTRACT NUMBER:</b> <b>3. CONTRACT TERM:</b>

<b>4. DESCRIPTION OF CONTRACT:</b>
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<b>5. PAYMENT FREQUENCY:</b>
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<b>6. AMENDMENTS –</b> <b>Yes</b> <b>No</b> <b>Number</b> <b>Date:</b>
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<b>7. BUDGET REVISIONS –</b> <b>Yes</b> <b>No</b> <b>Number</b> <b>Date:</b>
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<b>8. DELIVERABLES REPORTING</b>
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**8A. GOODS (backup documentation attached):**

Description	Date Received
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**8B. SERVICES REPORTING (backup documentation attached):**

Description	Date Received
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**9. ACTION SUMMARY**

Indicate activities with Contractor/Grantee (minimum of quarterly). Document and date any activities, accomplishments, and barriers to program management. If activities performed are outside of Scope of Services, note how applicable

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*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 of Monitor

\_\_\_\_\_  
Date