

THIS FORM MUST ACCOMPANY EVERY CONTRACT FOR THE REVIEW PROCESS

REQUEST FOR CONTRACT REVIEW

PLEASE ALLOW AT LEAST 10 DAYS FOR LEGAL REVIEW OF A STANDARD CONTRACT, SO PLEASE PLAN ACCORDINGLY

If this is a renewal contract, please attached a copy of the original contract along with the renewal.

GENERAL INFORMATION

Requesting Department: Phone: Contact Person: Email:

Date contract was received from outside party: Date:

SUMMARY OF CONTRACT TERMS

Contract with: Description: Dates: Start: End: Renewal: Total Financial Obligation: \$ Source of Funds:

CERTIFICATION OF REQUESTING PARTY

I certify I have read this contract in its entirety. I further certify that the contract is complete and includes all exhibits, attachments and pages and is attached in Word format. I understand my obligations and the College's obligations under this contract...

I understand that legal review of this contract is to ensure compliance with applicable laws governing contracts with the College. I am responsible for determining that the College can meet its substantive obligations under the contract...

VP Approval: VP of Financial Services Approval (if there is a financial obligation) SIGNED: then NAME: TITLE:

Prior to Legal review, please get approval of all other College departments that may be affected by this contract (i.e., IT for software/hardware contracts, etc.). Please also confirm compliance with FERPA, Accessibility and Discrimination.

Table with 3 columns: Department, Approval, Date. Rows include Information Technology, Risk Management, Financial Services, Student Affairs, Academic Affairs, Human Resources, and Other Department.