

Contract Review Process

ORIGINATING DEPARTMENT

- Obtains Original Copy of Contract and All Attachments and Exhibits.
- Reviews Contract.
- Completes Originating Department's Checklist.
- Obtains Signature of Dean/Director.
- Sends Contract and Completed Checklist to Contract Reviewer.



CONTRACT REVIEWER

- Reviews Contract and Originating Department's Checklist.
- Completes Contract Reviewer's Checklist.
- When Appropriate, Forwards Contract and Both Checklists to the Office of General Counsel. General Counsel will Return Material to the Contract Reviewer.
- Returns Contract and Both Completed Checklists to Originating Department.



ORIGINATING DEPARTMENT

- Incorporates Any Necessary Changes.
- Forwards Contract and Both Completed Checklists to a Person with Contracting Authority.



PERSON WITH CONTRACTING AUTHORITY

- Reviews Originating Department's and Contract Reviewer's Checklist.
- Signs 2 Original Contracts.
- Sends Contracts and Both Checklists Back to Originating Department.



ORIGINATING DEPARTMENT

- Obtains Signature(s) from Contractor(s).
- Retains a Copy of Fully Executed Contract.
- Forwards a Fully Executed Original Contract to Contracting and Purchasing Services.