

Contract Review Process
Originating Department Checklist

Attachment A

Contract is with: _____

Contract is for: _____

The originating department certifies by initialing each section and signing at the end that the following tasks have been completed

1.	I have read the attached contract including all attachments and exhibits.	
2.	I believe that my department can do all that it is required to do in the contract in the timeframes allowed except I am uncertain about (list items): _____ _____ _____	
3.	I have checked with other departments (Purchasing, Telecom, Risk Management, Inst'/Diversity & Int'/Ed etc.) involved in administering/implementing this contract to be sure they can do what is required. List the offices and individuals contacted. _____ _____ _____ _____	
4.	The contract describes all that the other party must do to make this contract work, except I am uncertain about (list items): _____ _____ _____ _____	
5.	There are no additional oral explanations or promises which I or the other party have made which are needed to make this contract work except: _____ _____ _____ _____	

6.	The contract involves: \$_____ revenue to the University and/or \$_____ expense from the University.	
7.	Any expenditure of University funds under this contract will come from cost center_____, and that cost center chair/director knows and agrees that the University can spend that money.	
8.	Any money coming to the University will go into cost center_____, and the cost center chair/director knows and agrees.	
9.	The contract's financial aspects have been agreed to by the necessary University parties (Dean, Director, etc).	
10.	This contract represents the complete agreement between the University and the other party.	
11.	Other Comments:	

College/Department

Phone No.

Originator (Print Name)

Originator (Signature)

Date

Dean/Director signature indicates support for the project and understanding of the university's responsibilities.

Dean/Director (Signature)

Date

NOTE: Person signing contract on behalf of University will decide if it needs Board of Trustees approval. If contract is for more than \$200,000, Board action is required.

Send to a contract reviewer.
Allow 5-10 working days for a response.