

Contract Review Process
Contract Reviewer Checklist

Attachment B

Contract is with: _____

Contract is for: _____

The contract reviewer certifies by indicating with a **yes** or **no** for each section and signing at the end that the following has been completed:

		Yes	No
1.	I have read the attached contract including attachments and exhibits.		
2.	The originating department has indicated that it can do all that is promised in this agreement.		
3.	The originating department has contacted the other university departments impacted by this agreement and has assurances that they can fulfill other obligations.		
4.	The contract describes clearly what the other party must do to make the contract work.		
5.	The contract says it is governed under the laws of the State of Michigan.		
6.	The contracting party is stated as being Central Michigan University or Central Michigan University Board of Trustees.		
7.	All confidentiality/non-disclosure agreements include an exception regarding disclosure as required by law or by a court, and approval from the President or designee is attached.		
8.	Risk Management and Insurance has approved insurance or hold harmless and indemnification clauses.		
9.	This contract has an exclusivity clause and a copy has been sent to the Director of Contracting and Purchasing Services.		
10.	The contract does not conflict with any other contracts, promises or obligations of the University. Review list of exclusive contracts maintained by the Director of Contracting and Purchasing Services.		
11.	Warranties or guarantees have been reviewed and provide CMU with satisfactory protection and/or recourse.		
12.	Are the consequences for breach clear for both CMU and contracting party?		
13.	Term of contract and the “anniversary” date of contract are clearly identified.		
14.	If contract is longer than a year, termination/cancellation provisions are clear and afford CMU with adequate protection/minimal liability.		
15.	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.		

16.	Names of all persons signing contract are printed or typed below signature.		
17.	Person signing on behalf of the University has proper authority by Board of Trustees.		
18.	General Counsel must review this contract because the contract will be sent to Board of Trustees for action. OR ___Review is not needed		
19.	In addition to the offices that the originating department consulted, I have checked with these offices to be sure we can do what is required. _____ _____ _____		
20.	The originating department should check with the following offices to make sure they have no additional issues to resolve: _____ _____ _____		
21.	I have reviewed the Originating Department's Checklist and have followed up with the originating department with any questions.		
22.	Other Comments		

Contract Reviewer (Print Name)

Contract Reviewer (Signature)

Date

Department

Phone No.

Return to Originating Department