

CONTRACT REVIEW - CHECKLIST

CONTRACT ADMINISTRATOR: _____

DEPARTMENT: _____

CONTRACTING PARTY: _____

PURPOSE AND DESCRIPTION OF CONTRACT: _____

- New Contract
 Contract Renewal
 Contract Amendment
 Contract Addendum (to a Master Agreement)

N/A*	YES	REVIEWED/AUTHORIZED (AS APPLICABLE)	SIGNATURE	DATE
		BUDGET OFFICER:		
<input type="checkbox"/>	<input type="checkbox"/>	▪ Contract value is within departmental budget		
<input type="checkbox"/>	<input type="checkbox"/>	▪ In agreement with terms of contract	_____	_____
		DEAN/DIRECTOR:		
<input type="checkbox"/>	<input type="checkbox"/>	Contract supports department and/or program goals and objectives	_____	_____
		PURCHASING MANAGER OR DELEGATE:		
<input type="checkbox"/>	<input type="checkbox"/>	Process for selection of contract service complies with procurement practices	_____	_____
		IT DIRECTOR OR DELEGATE:		
<input type="checkbox"/>	<input type="checkbox"/>	IT requirements approved	_____	_____
		EDUCATIONAL TECHNOLOGY (EdTech): (Online educational software such as apps and web-based tools only)		
<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
		FACILITIES DIRECTOR: (Leases only)		
<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
		FINANCIAL SERVICES: (Multi-year contracts only)		
<input type="checkbox"/>	<input type="checkbox"/>		_____	_____
		RECORDS & INFORMATION MANAGEMENT MANAGER:		
<input type="checkbox"/>	<input type="checkbox"/>	Privacy clause approved	_____	_____
		RISK SERVICES:		
<input type="checkbox"/>	<input type="checkbox"/>	▪ Legal review		
<input type="checkbox"/>	<input type="checkbox"/>	▪ Indemnity clause approved		
<input type="checkbox"/>	<input type="checkbox"/>	▪ Insurance clause appropriate	_____	_____
* Risk Services reserve the right to forward the contract to other areas for review				
Additional information/comments: _____				

Please submit this completed form and contract to Risk Services (c/o Anne Baxter, Room B223)