CONTRACT REVIEW - CHECKLIST

CONTRACT ADMINISTRATOR:				
DEPAR	RTMENT:	-		
CONTRACTING PARTY:				
PURPO	OSE AND	DESCRIPTION OF CONTRACT:		
□ New Contract □ Contract Renewal □ Contract Amendment		ct Contract Renewal Contract Amendment	☐ Contract Addendum (to a Master Agreement)	
N/A*	YES	REVIEWED/AUTHORIZED (AS APPLICABLE)	SIGNATURE	DATE
		BUDGET OFFICER:Contract value is within departmental budgetIn agreement with terms of contract		
		DEAN/DIRECTOR: Contract supports department and/or program goals and objectives		
		PURCHASING MANAGER OR DELEGATE: Process for selection of contract service complies with procurement practices		
		IT DIRECTOR OR DELEGATE: IT requirements approved		
		EDUCATIONAL TECHNOLOGY (EdTech): (Online educational software such as apps and web-based tools only)		
		FACILITIES DIRECTOR: (Leases only)		
		FINANCIAL SERVICES: (Multi-year contracts only)		
		RECORDS & INFORMATION MANAGEMENT MANAGER: Privacy clause approved		
		RISK SERVICES: Legal review		
		Indemnity clause approved		
		Insurance clause appropriate		
* Risk S	Services res	serve the right to forward the contract to other areas for review		
Additio	onal infor	mation/comments:		

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

Langara.
THE COLLEGE OF HIGHER LEARNING.