BY-PASS CONTRACT REVIEW FORM

FOR CONFERENCE & ATHLETIC FACILITY

STANDARD LEASING ARRANGEMENTS

RWU SUBMITTER NAME:

_____

CONTRACT INFORMATION AND
NATURE OF EVENT:

_____

Contract Amount: $ _____	**Has the business dept./area reviewed the contract and approved the business terms/conditions of the relationship? Yes ☐ No ☐** **If not, why? _____**

☐ **Conferences (Form #1)(12/13/18)** ☐ **Conferences (Form #2)(12/13/18)** **Joe Carney:_____**	☐ **Athletics (Form #1) (Rev 10/30/15)** **Kristin Jacobs:_____**

I hereby certify that the attached standard agreement previously approved by the Office of General Counsel has not been altered and therefore is eligible for by-pass of legal review. I understand that if any legal, compliance, risk mitigation and/or insurance terms have been altered or amended, the contract <u>must</u> go through legal review before signature.

Hereby certified:_____/_____
Signature of Submitter Date

<u>Instructions</u>:

Submitter:
***Complete form and have approved as noted above. Certify and Date.**
***Submit all to Jerry Williams (Finance) for signature.**

Finance:
***After contract is signed, forward the signed <u>FORM</u> only (but not the contract) to OGC**
***Return contract to Conferences/Athletics**
(OGC does not need a copy)

Administrative Update: 09/28/19
Form Update: 12/13/18