

CONTRACT REVIEW FORM

OFFICE OF GENERAL COUNSEL

**(FORM FOR INTERNAL USE ONLY
DO NOT FORWARD OUTSIDE RWU)**

OGC USE ONLY

Contract No. _____

Alcohol Approval
Form Required: _____

RWU Submitter
Name: _____

Tel Ext: _____

School/Office/Room#: _____

Date
Submitted: _____

Vendor Name: _____

Brief Description of
Services to be Provided: _____

Have we contracted with this vendor before? Yes No Unknown If yes, how: _____

If vendor is an individual, is he/she retained in any other capacity at RWU? Yes No Unknown If yes, how: _____

Contract \$ _____

Has the submitting school/office reviewed and approved the business terms of the contract?* Yes No

If no, why? _____

Is the contract available electronically in Microsoft Word format? Yes No

Requested Time Frame for Review:

URGENT (5-10 bus. days)

ROUTINE (11-15 bus. days)

FOR PRIORITY CONTRACT REVIEW, PLEASE CONTACT OGC AT X5379

***THE OFFICE OF GENERAL COUNSEL REVIEWS AND APPROVES THE LEGAL TERMS OF THE CONTRACT. THE SUBMITTING SCHOOL/OFFICE IS RESPONSIBLE FOR THE REVIEW AND APPROVAL OF THE BUSINESS TERMS OF THE CONTRACT. BUSINESS TERMS INCLUDE, BUT ARE NOT LIMITED TO, SERVICES TO BE PROVIDED, FEES, PAYMENT TERM, AND DELIVERABLES. OGC ATTORNEYS ARE AVAILABLE FOR ADVICE REGARDING NEGOTIATING, INTERPRETING, OR UNDERSTANDING CONTRACT TERMS.**

Submitter Signature: _____ Date: _____

Dept. Head Approval: _____ Date: _____

Following approval by the Office of General Counsel, the contract will be sent to the Finance Office for signature and returned to OGC for processing. The signed contract will then be returned to the submitter named above.

LEGAL REVIEW (DO NOT WRITE BELOW - FOR OFFICE OF GENERAL COUNSEL USE ONLY)

DATE RECV'D:	ATTORNEY: <input type="checkbox"/> RAN <input type="checkbox"/> OTHER	STAMP SIGNATURE:	SENT TO FINANCE FOR SIGNATURE:	DATE CONTRACT RETURNED TO SUBMITTER:
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Yes No Approved for Independent Contractor Classification (No Employee or Independent Contractor Classification Form Required)