

North Carolina Central University
Contract Review Form

A. General Information

Requesting Department: Contact Person:
Email: Phone Number:

B. Type of Contract

Academic Affairs Athletics Student Affairs Gift/Donation Sponsored Research and Programs
 Construction Facilities Use Affiliation Agreement University Police Department Internal Audit
 Information Technology STEM Optional Practical Training Plan Agreement Other:

C. Funding Source Federal State Title III Trust Other:

D Summary of Contract

Vendor Name: Phone Number: Fax:
Address: Email:
 New Contract Renewal Contract Contract Amendment

Description of Goods/Service to be Rendered:

E. Department/College/School Approval

The Dean of the requesting College/School (or the Department Head for non-academic departments) has read and understands all contract terms and supports the purchase of these services/goods described in the contract upon business terms set forth.

Requesting Department Head: Signature: Date:

F. Signatory Approval

All contracts must be signed by an officially authorized representative of the University in order to be binding. A complete list of authorized signatories can be found at: <http://www.nccu.edu/policies/retrieve.cfm?id=467>. Signatories are listed generally as follows:

- University: Chancellor
- Academic Affairs Contract: Provost & Vice Chancellor for Academic Affairs
- Athletics Contract: Director of Athletics
- Gift/Donation Contract: Vice Chancellor for Institutional Advancement
- Information Technology: Chief Information Officer
- Sponsored Research and Programs: Director or Assistant Director of the Office of Sponsored Research and Programs
- Student Affairs Contract: Vice Chancellor for Student Affairs
- Facilities Use Contract, Internal Audit Contract, or University Police Department Contract: Chief of Staff
- STEM Optional Practical Training Plan Contract: Chief Human Resources Officer or Associate Vice Chancellor for Innovative, Engaged & Global Education
- Other Contracts: Vice Chancellor for Administration and Finance

Authorized Signatory: Signature: Date:

G. Purchasing Approval

Purchasing has reviewed the attached contract and it satisfies all applicable State and University purchasing policies and procedures. Requesting Department has sufficient funds to cover the contract.

Purchasing Officer: Signature: Date:

H. Legal Review

The Office of Legal Affairs has reviewed the attached contract and approved it without changes with the attached changes for signature by an authorized University representative.

University Counsel: Signature: Date:

INSTRUCTIONS FOR COMPLETING THE CONTRACT REVIEW FORM

The purpose of the Contract Review Form is to ensure contracts are reviewed and processed as efficiently as possible. Outlined below are instructions on how to properly complete this form. In order to have the review completed in the most efficient manner, it is imperative that all of the information provided on the Contract Review Form is current and accurate. Please remember that all information requested on the form is required unless indicated otherwise. If you have any questions concerning the proper way to complete a contract or the Contract Review Form, please adhere to the instructions provided at the "Contracting Resources and Process for Contract Review" page on the OLA website.

Section A (General Information): Insert the name of the department and the contact person **from the University** who will be responsible for managing the contract and ensuring that the contracted services are completed by the vendor. This individual, typically, should not be a Vice Chancellor or Dean, but rather an individual in the department who has knowledge about the contract and the ability to answer questions regarding the reasons why the contract was entered into and the services the vendor is responsible for providing for the University. Furthermore, the email and phone number provided should be current and belong to the contact person.

Section B (Type of Contract): Select the category that best aligns with the type of contract that the department is submitting for review. If the contract does not fit into one of the categories listed, select "Other" and indicate the type of contract.

Section C (Funding Source): Identify the source of funding that is being used to fulfill any University payment obligations in the contract. Please ensure that the contracted services are in compliance with any restrictions your funding source may have.

Section D (Summary of Contract): Insert the name of the vendor, which, in most cases, should be the name of the business. If the contract is for a performer or speaker, confirm that you have their legal name; you can have the performer/speaker provide you with some form of documentation that includes his/her name, such as a driver's license, passport, etc. Please provide their legal name in Section D for "Vendor Name."

The contact information provided should be for someone from the vendor who would be responsible for ensuring that the vendor completes the contracted services.

Section E (Requestor's Approval): The relevant dean of the school or department requesting the contract and submitting it for approval should sign this section of the form (i.e., School of Law, Department of Political Science, etc.). For non-academic departments **only**, Section E should be signed by the department head (i.e., chief human resources officer, chief information officer, etc.)

Section F (Signatory Approval): This section should be signed by an individual with signature authority to enter into contracts on behalf of the University (vicechancellors, CIO, athletic director, etc.) At this point in the contract review process, the University representative does not have to be aware of each detail of the terms and conditions of the contract, but rather they should possess a general idea of the purpose of the contract and the associated costs.

Section G (Purchasing Approval): Upon acquiring all of the appropriate signatures, the contract review form and the contract can be given to the Purchasing Department for review and approval. This process can be expedited by ensuring that the department has the requested funds prior to providing the form to the Purchasing Department.

Section H (Legal Review): The Office of Legal Affairs (OLA) will review the contract for legal sufficiency and complete Section H of the form. In general, the OLA does not need to review an NCCU Standard Form Contract, or a hotel contract that includes the Hotel Contract Addendum, that has been approved by the Purchasing Department. However, if a department desires to procure a good or service using a vendor's forms, terms and conditions (i.e., a non-standard contract), or if a vendor makes significant changes to the NCCU Standard Form Contract, the Purchasing Department will submit the contract for review by an attorney in the OLA. The amount of time required for the OLA to review a non-standard contract is at least two weeks. Please be mindful of any deadlines associated with the contract when submitting your contract for review.