

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: _____

Vendor Name: _____

Brief Description of
Services to be Provided: _____

If vendor is an individual, is he/she retained
in any other capacity at RWU?

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

*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

OTHER