Office of the General Counsel & Risk Management

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Salt Lake City, UT 84130-0808

801-957-4687

# Contract Review Checklist

|  |  |
| --- | --- |
| Check *(or date)* | Process |
|  | Select an SLCC standard template whenever possible.  *Access the current list of standard templates from the SLCC web page by clicking “Equal Employment Opportunity and Risk Administration,” “Forms,” “Standard Templates.”* |
|  | Fill out the top section of a current *Contract Routing Sheet*.  *Access the current version of the Contract Routing Sheet from the SLCC web page by clicking “Equal Employment Opportunity and Risk Administration,” “Forms,” “Contract Routing Sheet.”* |
|  | Send the contract, all attachments or exhibits, any purchasing or sole source documentation, etc., and the *Contract Routing Sheet* via email to the VP/Provost for approval to review.  *VP/Provost approves review by forwarding your materials to* [*lynn.miller@slcc.edu*](mailto:lynn.miller@slcc.edu) *to begin review process.* |
|  | Purchasing/Legal/Risk reviews the contract and sends recommendations via email to the contact person identified on the *Contract Routing Sheet*. *Contract Routing Sheet* is also returned.  *Contracts are normally reviewed on a first-in-first-out basis.* |
|  | Contact person makes changes recommended by Purchasing/Legal/Risk.  *Continue to work with legal/risk if contractor wishes to make additional changes. Make sure each change is reviewed.* |
|  | Contact person signs *Contract Routing Sheet* to verify that recommenda­tions have been followed. |
|  | Contact person obtains final approval to proceed from VP/Provost by obtaining his/her signature on the *Contract Routing Sheet*. |
|  | Contact person obtains authorized signatures to execute the contract. |
|  | Contact person forwards a .pdf version of the completed *Contract Routing* Sheet and of the executed document to [lynn.miller@slcc.edu](mailto:lynn.miller@slcc.edu) (801-957-4533) for inclusion in the College master contract file. |