Risk Management

PO Box 30808 | RISK

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 Risk Management web page by clicking “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* [*contracts@slcc.edu*](mailto:contracts@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*.  *Contracts are normally reviewed on a first-in-first-out basis.* |
|  | Contact person makes changes recommended by Purchasing/Legal/Risk, if needed.  *Continue to work with legal/risk if contractor wishes to make additional changes. Make sure each change is reviewed.* |
| The Contract Coordinator (Risk Management) will set up the contract and Contract Routing Sheet for signatures in Adobe Sign. | |

# If you have questions, please contact Sarah White at [sarah.white@slcc.edu](mailto:sarah.white@slcc.edu) or 801-957-4993