

# Contract Review Checklist

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