

CONTRACT REVIEW REQUEST FORM

Instructions: This form is a request for services from the Legal Department. Specifically, this form should be used when you would like the Legal Department to review a contract. Please complete the form in full, and complete a new form each time you submit a request for review of a contract. **You should anticipate that the review of your contract will take a minimum of 10 business days' to complete, and please be aware that some complex contracts may require more time for review. Please plan accordingly.**

1. Name of Department submitting this form: _____

2. Name of Vendor or Contractor: _____

3. Subject of Contract (the type of goods or services covered by the contract): _____

4. Account number for required payment under this contract: _____

5. Please list any special considerations for this contract: _____

By: _____

Date: _____

Signature

FOR LEGAL DEPARTMENT USE ONLY:

Contract Number assigned to Contract: _____.

Date sent to Finance Department for Review: _____.

Date sent to President or other designated official for signature: _____.