



MOHAWK

Attachment 2
Contract Review Form

Contract/Agreement Review Form

Date Requested:	Date Final Signature Required By:
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Stage 1: Contract Review Initiation

Requesting Department:	
Contract Designate:	Ext:
Financial Manager:	Signature:
Department Head:	Signature:
MEG Member:	Signature:

Stage 2: Due Diligence

Contract Name:		
Contract Origin:		
External Party Name:		
Monetary Contract:	\$ Amount:	
Funding Source (FOAPAL):		
Term Start Date:	Term End Date or Term Length:	
Description / Background:		
Is this a RUSH, if yes provide explanation for routing urgency. MEG member initials required to authorize RUSH designation:	MEG Initials:	
Due Diligence Questions:	Yes	No
Is this an amendment of an existing agreement? If yes, attach original agreement and prior amendments.		
Is this a renewal of an existing agreement? If yes, attach most recent renewal (Master Service Agreement if applicable).		
Is this a contract for services/goods over \$30,000 or a consultant agreement? If yes, please consult with Purchasing and attach any relevant documentation.		
Does this contract have an IT implication? If yes, consult with IT governance committee or CIO.		

Note: Monetary Contracts and Agreements must not be signed by College employees other than the Authorized Signing Officer. Doing so may result in the personal liability of the employee signing.

Stage 3: Approvals

	Comments	Initials	Date
1.	Contract Administrator		