

CONTRACT REVIEW REQUEST FORM

(This form is required for all contracts other than PSA's and PO's)
(Grey areas to be completed by Legal Department)

Title of Contract: _____

Date submitted: _____ (to be filled in by party requesting the review)

Is this a Contract renewal? _____

Name of Dean or person responsible for this request: _____

Date received in Legal _____ (to be filled in by Legal)

Is this TRU's standard form (template) contract? Yes No

If yes, have you changed any content of the standard form contract? Yes No

Approved by Legal _____

If this is a standard form and you have changed its content, please list sections where changes were made and describe the changes(s):

If this is not a standard form contract

What is the monetary value of the contract? _____

When does the contract need to be signed? _____

Is this the entire contract (including schedules and appendices attached?) If not what is missing?

Who has read the contract cover to cover? _____

Is this the execution original(s) (ie, ready for signing)? _____

Approved by Legal _____

Forward to whom? _____ Version of Review: _____

Refer to Signing Authority Policy Brd 02-1