CONTRACT REVIEW REQUEST

Department Name: ________________________________________________________________________________________________

Department: ___________________________________________________________________________________________________

Telephone Number: _____________________________________________ Fax Number: _______________________________________

Contract Name: __________________________________________________________________________________________________

Date of Event: ___________________________________________________________________________________________________

Purpose of Contract: _____________________________________________________________________________________________

Date Contract Needed: _____________________________________________________________________________________________

(If this date is less than ten working days following the date of this request, please explain why:
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

I have reviewed the attached contract and believe that it meets all University of Oklahoma purchasing policies and procedures and general contract rules (see below). I am requesting that it now be submitted to OU Legal Counsel for final review.

____________________________________________________                         _______________________________
Director's Signature       Date

CONTRACT GUIDELINES

1. All contracts for activities to be paid for with University of Oklahoma monies must be reviewed and approved by the Office of Legal Counsel. Contracts must first be submitted to the Student Affairs office no less than ten working days prior to the date the contract must be signed by the Director unless a standard pre-approved contract is used. Student Affairs will then submit the contract to Legal Counsel for further review. When completed, Legal Counsel will return the contract to Student Affairs and it will be forwarded to the appropriate department or the department will be notified. No Student Affairs department may submit contracts to Legal Counsel directly unless you have received written permission to do so from Student Affairs.

2. This Contract Review Request must accompany all contracts submitted to Legal Counsel for review. This request includes the General Contract rules that any contract you submit for review must follow. Contracts that have not been reviewed for adherence to these rules may be returned for your further review.

3. Student organizations, members or officers of student organizations, are not authorized to sign contracts on behalf of the University of Oklahoma. Contract arrangements for student organizations advised by your department must be handled by full-time university employees, not students.

4. Upon approval by the Office of Legal Counsel, the department director will sign all contracts for the department or any student organization advised by the department.

5. Use the correct legal names of the parties. For the University, that is the Board of Regents of the University of Oklahoma. It may be further clarified that the contract is entered into between the Board “by and through” the particular division or school of the University.

6. If there are blanks in a contract, be sure that they are filled in before executing.

Please attach this form to any contract submitted for review and return to:

Student Affairs
Attn: Brynn Daves
OMU, 900 Asp Ave, Ste 265 Phone: 325-3161 Fax: 325-5248