

## CONTRACT REVIEW REQUEST FORM

(This form is required for all contracts other than PO's)

Legal Review is Required (Refer to Signing Authority Policy# Brd 02-1) if:

- Non-Standard Form Contract;
- Standard Form Contract over \$30,000;
- On Request

Title of Contract: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Is this a Contract renewal?  Yes  No

Name of Dean or person responsible for this request: \_\_\_\_\_

Is this TRU's standard form (template) contract (PSA, ESA, EIAA)?  Yes  No

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

If yes, please list sections where changes were made and describe the changes(s):

\_\_\_\_\_

Has a similar version of this contract received legal review?  Yes  No

If yes, either describe what was changed in the new version or provide marked up version:

\_\_\_\_\_

If this contract is awarded as a result of an RFP, and you wish the Legal Department to ensure it aligns with the RFP, please attach the RFP. Unless the RFP is attached, Legal will not verify that the Contract is consistent with the RFP.

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?

\_\_\_\_\_

Does the contract comply with TRU's Purchasing Policy (BRD02-2)?  Yes  No  Don't know

Who has read the contract cover to cover? \_\_\_\_\_

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

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**TO BE COMPLETED BY LEGAL DEPARTMENT:**

Approved by Legal with/without risk report \_\_\_\_\_

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