

**University of Mary Hardin-Baylor**

**Office of the Vice President for Business and Finance  
REQUEST FOR CONTRACT REVIEW FORM**

The Office of the Vice President for Business and Finance reviews contracts from a legal perspective and offers advice on the legal consequences of the University entering into the contract. However, the Office of the Vice President for Business and Finance is not in a position to assess the operational viability of contracts. Therefore, each operational unit is required to review the contracts it wishes the University to sign and to complete the following form confirming that it has done so. The Office of the Vice President for Business and Finance will then conduct its review and coordinate having contracts signed by the appropriate University signing officers.

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**Part 1. To be completed by originating Department.**

**Name of Originating Department:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**Value of Contract (liability or benefit to the University):** \$ \_\_\_\_\_

**Budget number to be charged:** \_\_\_\_\_

My Department has reviewed the contract.

- I recommend that the contract be executed by the University's signing officers.
- I understand that the Department is responsible for meeting the obligations outlined in the contract.
- The context of the agreement is as follows:  
*(Describe main elements and rationale for the contract.)*

\_\_\_\_\_  
Signature of Requester

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**Part 2. To be completed by the Office of the Vice President for Business and Finance**

**Reviewed by:** \_\_\_\_\_  
*(print name)*

	YES	NO
Insurance Review Required:	<input type="checkbox"/>	<input type="checkbox"/>
Obtained:	<input type="checkbox"/>	<input type="checkbox"/>
Indemnity approval Required:	<input type="checkbox"/>	<input type="checkbox"/>
Contract Recommended for Execution _____	<input type="checkbox"/>	<input type="checkbox"/>

Date returned to Requester \_\_\_\_\_