

# CONTRACT REVIEW FORM

OFFICE OF GENERAL COUNSEL

(FORM FOR INTERNAL USE ONLY  
DO NOT FORWARD OUTSIDE RWU)

OGC USE ONLY

Contract No. \_\_\_\_\_

Alcohol Approval  
Form Required: \_\_\_\_\_

RWU Submitter  
Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Brief Description of  
Services to be Provided: \_\_\_\_\_

If vendor is an individual, is he/she retained  
in any other capacity at RWU?

Has the submitting school/office  
reviewed and approved the business  
terms of the contract?\*

Yes

No

If no, why? \_\_\_\_\_

Is the contract available  
electronically in  
Microsoft Word format?

Yes

No

\*THE OFFICE OF GENERAL COUNSEL REVIEWS AND APPROVES THE LEGAL TERMS OF THE CONTRACT. THE SUBMITTING SCHOOL/OFFICE IS RESPONSIBLE FOR THE REVIEW AND APPROVAL OF THE BUSINESS TERMS OF THE CONTRACT. BUSINESS TERMS INCLUDE, BUT ARE NOT LIMITED TO, SERVICES TO BE PROVIDED, FEES, PAYMENT TERM, AND DELIVERABLES. OGC ATTORNEYS ARE AVAILABLE FOR ADVICE REGARDING

OTHER