

Northern Kentucky University Contract Review Cover Sheet

Person Initiating Contract/Agreement: _____ Phone #: _____

Department: _____

Contract Description/Purpose: _____

Effective Start Date: _____ Effective End Date: _____ Auto Renewal Y/N: _____

Contract Value: \$ _____

- Check applicable box: New contract drafted by NKU
 New contract drafted by other party
 Amendment of existing contract
 Renewal of existing contract with minor changes
 Clery Compliance Implications, i.e., leased space for student event; off-site student programs
 *Contract includes technology (equipment, software/hardware)

Signature below indicate:

- Agreement with the contract conditions and the intent to carry out the terms of the contract as they apply to Northern Kentucky University;
- The NKU responsible party and Vice President have no connection to, or financial interest in, the vendor/organization with which this contract is being made; and
- Belief that the proposed contract is necessary to achieve a legitimate business purpose.

Signature Responsible NKU Party

Date

***Signature Chief Information Officer or Designated Authority**

(Required prior to Legal review if contract includes technology)

Date:

Legal Review: Contract been reviewed/approved by:

Signature General Counsel/ Associate General Counsel

Date

Signature Director, Procurement Services: _____ **Date:** _____

(Required if contract requires payment)

Signature Division Vice President: _____ **Date:** _____

Once the contract cover sheet is signed by all parties, it will be returned to the individual initiating the contract. That individual is responsible for retaining an original, fully executed contract.