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)

________________________________________________________
Signature Chief Information Officer or Designated Authority

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.