

Northern Kentucky University Contract Review Cover Sheet

Instructions

This form (2 sided) must be completed in its entirety. Incomplete forms will be returned unprocessed.

Date of Initiation: _____

Individual Initiating Contract/Agreement: _____ Phone #: _____

Initiating Department: _____

Contract Description/Purpose: _____

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

Annual Contract Value: \$ _____ Value for entire period: \$ _____

Check applicable box: New contract drafted by NKU

New contract drafted by other party

Amendment of existing contract (identify where existing contract has been changed)

Renewal of existing contract (attach prior contract, note any changes to terms)

*Contract includes technology (equipment, software/hardware)

**Contract includes NKU making payment (PCard; Purchase Order)

Signature below indicates:

- Purchases that are \$40,000 or over require formal solicitation. I have notified Procurement Services at least 60 days prior to the start of work or purchase to confirm the purchase complies with the [Kentucky Model Procurement Code KRS 45A](#);
- 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

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Approvals

Dean of College (If applicable)

Date

Signature Chief Information Officer or Designated Authority
(*Required prior to Legal review if contract includes technology)

Date

Signature Director Procurement Services or Designated Authority
(**Required prior to Legal review if contract requires payment)

Date

Legal Comments (if any): _____

Signature General Counsel/Deputy General Counsel

Date

Signature Division Vice President

Date

If the contract requires payment, this form must be approved by Procurement Services Director or Designated Authority.

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.