



Contract Review Checklist

I. Introduction

This is an internal document for Columbia College (“College”) departments and individuals to use prior to sending a contract, agreement or other similar document that commits the College to services or goods (broadly referred to as a “Contract”) to the Office of the General Counsel (“OGC”). Each Contract is expected to be reviewed by the OGC prior to it being signed and each department and individual is expected to send a completed checklist to the OGC with each Contract. Each College department and individual is responsible for reading the entire Contract and all attachments and for ensuring the Contract accurately reflects the substantive terms and conditions agreed upon with the other party. Please refer to the College’s Purchasing Policy and Contracting Policy for additional information, including information about contracting and purchasing authority.

II. Instructions

Each Contract should be sent to the OGC via email to rubinas@ccis.edu in Microsoft Word format (when available) with a completed version of this checklist at least one week prior to the date the College department or individual requires a response from the OGC. The OGC will then review the Contract from the legal perspective to help ensure the College is taking reasonable steps to limit potential liability and risk and that the College is not entering into a Contract with unfavorable terms and/or terms that are contrary to the best interests of the College.

III. Contract Review Checklist

Below is a checklist to use as you read and review the Contract. Please initial after each numbered item in the corresponding box. If you answer “No” next to an item, please provide an explanation in the section below. Include any questions, concerns or items you would like to bring attention to in the comment section below. If there is an item that is incorrect in the Contract, please make a comment in redline/track changes and include the proposed language that should take its place (if applicable).

IV. Explanations/comments/questions/concerns/etc.



Contract Review Checklist

Basic Contract Information		Yes	No
1.	I have read the entire Contract, including all attachments, exhibits and/or appendices.		
2.	Are all documents incorporated by reference in the Contract, including attachments, exhibits and/or appendices included with the Contract?		
3.	Is the correct name of each party included? The name of the other party is (insert name): _____ . Note that Columbia College should be listed and not an individual College employee or department.		
4.	Does each signing party have their name typed above or below their signature at the end?		
Length of Contract		Yes	No
5.	Does the Contract have a start date? (either a specific date or when signed)		
6.	Does the Contract have an end date? (there should be an expiration date, even if there is a provision for renewal)		
7.	Does the Contract only renew when agreed upon by the parties? (i.e. does not automatically renew)		
Other Contract Terms		Yes	No
8.	Do the terms and conditions of the Contract accurately reflect the final agreements, understandings and negotiations of the parties?		
9.	No other agreements – verbal, written or otherwise – were made that are not included in the Contract.		
10.	Are the service/goods/obligations accurately and thoroughly defined?		
11.	Is the College able to fulfill the obligations set forth in the Contract?		
12.	Does the Contract contain the correct point of contact for any notices?		
13.	Does the College department or individual have the authority to enter into a Contract? Refer to the Purchasing Policy and Contracting Policy for questions about authority.		
Payment (if applicable)		Yes	No
14.	Is the total dollar amount the College will receive or pay specifically stated and accurate?		
15.	Is the method and timing of payment accurately described?		

By signing below I certify the above information to be true & correct to the best of my knowledge:

Printed name

Signature

Date