

UNIVERSITY OF ARKANSAS SYSTEM
Office of General Counsel Contract Review Form

1. Campus/Unit/Department: _____
2. Other Contracting Party: _____
PaymentWorks Connected: Yes _____ No _____ Approved Workday Supplier ID: _____
3. Type of Contract:
_____ Purchase of Goods or Services _____ Sale of Goods or Services by the University
_____ Real Estate _____ Research or Sponsored Program
_____ Other (Please describe) _____
4. Contract Subject Matter: _____

5. Contract Amount: \$ _____
6. Specific deadline or time considerations (explain, if applicable) _____
7. Have all documents referenced to in this contract been attached? Yes _____ Not Applicable _____
8. Is an addendum approved by the General Counsel's Office being used? Yes _____ No _____
9. Is this a Renewal or Amendment to an existing contract?
_____ No _____ Yes (Attach original and any existing renewals/amendments)
10. For purchases of software, information technology or telecommunication goods or services, has the UITS Contract Management Office been consulted? Yes _____ No _____ N/A _____
HECVAT Ticket ID: _____ VPAT Ticket ID: _____
11. Has the Procurement Office confirmed that all applicable procurement rules have been followed?
Yes _____ No _____ Not Applicable _____
Signature of Procurement Official: _____ Date: _____
12. Department Contact Person: _____ Phone: _____
The contact person must have authority to initiate this review and any necessary approval from their administrative unit.
13. Signature _____ Date: _____

The above referenced contract has received legal review and is:

() acceptable for signature

() returned with comments and/or suggested revisions

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General Counsel's Office*

Date

*For contracts for the purchase of commodities or services, as defined by the Arkansas Procurement Law, in which the single year contract amount exceeds \$75,000, this signature certifies that the contract has been reviewed in accordance with the requirements of Ark. Code Ann. §19-61-205(b)(1), and, where necessary, changes have been proposed to make the contract consistent with the requirements of Arkansas law and University policy.

Review by the Office of General Counsel is for the purpose of confirming whether this contract meets the requirements of the law. Responsibility for business or technical terms rests solely with the requesting campus.

The written revisions and comments set are made solely for the benefit of the University and its institutions, and are not intended to be provided directly to the contracting party.