

UNIVERSITY OF ARKANSAS – FAYETTEVILLE CAMPUS
LEGAL REVIEW FORM

The following information is submitted to the General Counsel’s office* for contract review pursuant to Administrative Memorandum 300.1:

1. College, Department or Unit: _____
2. Other Contracting Party or Parties: _____

3. Brief Description of Subject Matter of Contract: _____

4. Amount: \$ _____
5. Specific Deadlines or Time Considerations: _____
6. Research or Sponsored Program: _____ (Yes) _____ (No)
7. Have all necessary departmental and Administrative approvals been received? _____ (Yes) _____ (No)
8. Has the contract been reviewed by the Office of Procurement or submitted to a workflow that provides Procurement review? _____ (Yes) _____ (No) _____ (N/A)
9. Contact Person: _____ Phone: _____

Signature of Contact Person

Date

The above contract has received legal review and is ready for signature (), or () is returned with comments and suggested revisions.** Comments:

General Counsel’s Office***

Date

*The Office of the General Counsel's email address for general contract reviews is gckrev@uark.edu

**The written revisions and comments set forth below and as reflected on the attachment are made solely for the benefit of the University and its institutions and are not intended to be provided directly to the vendor or relied upon as a statement of the law with regard to other matters or by anyone outside of the University and its institutions. Such revisions and comments are provided to assist you in negotiating the terms of the agreement and to comply with Board policies requiring legal review. Based on the limited information provided, no opinion is rendered regarding the economic feasibility of the terms of the contract, compliance with state ethics laws or the advisability of the venture as a whole.

***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. § 19-11-219(b)(1), and, where necessary, changes have been proposed to make the contract consistent with the requirements of Arkansas law and University policy.