Greetings from the Office of General Counsel! This memorandum describes certain updates to the contract cover sheet that must accompany the documents you send to our office for review. The updated cover sheet and University-approved template agreements are available to you from the General Counsel’s website.

**What’s New: The Updated Contract Cover Sheet.**

We altered the attached contract cover sheet to streamline further the review and approval of your contracts. On the new cover sheet, we now ask you to state the following information:

- the *legal name* of the vendor, service provider or other party; and
- if this is a contract for an event, the *date of the event*.

**What You Need to Do to Receive Prompt Review of Your Contract:**

- Begin using the new cover sheet for each contract you submit to our office for review.
- If you have an older version of the cover sheet saved to your computer, replace it with this version available from the General Counsel’s website.
- Include a copy of the previous agreement if you are submitting a contract that is not on a University-approved template.
- Include a copy of any required Certificate of Insurance (COI). See the Risk Services website for details regarding the University’s insurance requirements. Please note, we cannot review your agreement until we have received the required COI and will return it to you if the required COI is missing.
- Answer all questions on the cover sheet. Please note the order of some of the existing questions has changed.
- Sign the certification section at the bottom of the coversheet.

**A Few Reminders:**

We use the Sharepoint system to provide you (and the other persons you designate on the cover sheet) with email updates regarding the status of each contract you submit to us for review. The first notice states that we have received your contract for review. Next, you will receive one of three notices:

- You may receive a notice that the contract review process is complete and your contract has been sent to the appropriate office for signature; or
- You may receive a notice that your contract is being returned to you because it is missing documentation (such as a COI); or
- You may receive a notice stating that your contract has been assigned to a particular attorney because it requires negotiation with the non-University party.

Lastly, after your contract has been signed by the appropriate University official, you will receive an email notice stating the contract is ready for pick-up by you (and where you may pick it up).

If you have any questions about the new cover sheet, information in this memorandum or any legal issues affecting the University, please do not hesitate to contact us at x2157.