

CONTRACT APPROVAL COVER SHEET
DELIVER TO: OFFICE OF UNIVERSITY COUNSEL, 378 COLUMBUS PLACE

Submitted by:

Name: _____
Date Submitted: _____
Department: _____
Phone: _____
Contact for questions or more information, if different from above:

Step 1. Is this contract based on a University Counsel Approved Template?

_____ YES If you have made any changes to the template, please highlight them.

_____ NO Has NU contracted with this party before? If so, attach a copy of the relevant agreement.

Step 2. Does the contract require a certificate of insurance from the vendor due to the language of the contract or because it is for an on or off campus event? If yes, attach certificate. See website for requirements. If the contract requires that NU provide a certificate of insurance to the vendor, this clause will be removed, or, if appropriate, forwarded to Risk Management for certificate determination.

Step 3. Is the term of the contract a more than one year? If yes, it must be approved by the Board of Trustees. To submit it for approval, provide the following information on a separate sheet: (1) name of parties, (2) description of contract, (3) total financial commitment, if any, and (4) time period of contract. *If the contract contains automatic renewal language, Counsel will change it to a one year commitment, unless you indicate you want the contract to be proposed for Board approval.

Step 4. Certification: I CERTIFY THAT I HAVE READ THIS CONTRACT, THAT I UNDERSTAND ITS TERMS AND THAT I HAVE APPROPRIATE AUTHORITY TO SUBMIT THIS CONTRACT ON BEHALF OF MY UNIT.

Signed: _____
Name: _____

After your contract is approved, it will be forwarded to the Treasurer's office for signature. The Treasurer's office will notify you when it is signed for your pickup. PLEASE NOTE: Keep a copy of your contract and any insurance certificate as part of your office's/department's records, no one else will.

SEE WWW.NEU.EDU/LEGAL FOR POLICY AND FORMS