

**CONTRACT REVIEW FORM**  
**Last Revised: 07/01/11**

The employee initiating the contract should complete the appropriate sections of this form, and send it with the contract to the appropriate contract review officer for processing (see bottom of form for the location of contract review officers). To the extent the initiating employee does not understand the proposed contract, or is uncomfortable with any of its provisions, he or she should note that information on the Contract Review Form or attach an explanatory memo.

**Certificate of University Employee Initiating Contract**

Parties to the Contract: \_\_\_\_\_

Date: \_\_\_\_\_

Short Description:  
\_\_\_\_\_  
\_\_\_\_\_

Contract Term: \_\_\_\_\_ Amount: \_\_\_\_\_

Contract Owner: \_\_\_\_\_ Title \_\_\_\_\_ Phone# \_\_\_\_\_

Except as indicated in any attached memorandum: I have read this contract entirely, understand all its provisions, believe that it meets programmatic and UNM mission requirements, believe that it represents a good deal for the University, defines measurable deliverables, and take responsibility for complying with the terms of the contract. The document is internally consistent and clear. I am also satisfied with the description of the University's obligations and with the description of any goods or services to be provided by or to the University. Any risk management concerns have been reasonably addressed. A memorandum \_\_\_\_ is \_\_\_\_ is not attached. To the extent the contract requires an outlay of funds, the funds are available. I either have the authority to obligate the funds or have attached approval from someone who does.

Compliance with this contract will require the cooperation of, or otherwise impact on, the following departments or positions:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date/Signature/Position

**Dean (Academic) or Director (Staff) Certificate (if above party is not a Dean or Director)**

I concur with the above certification.

\_\_\_\_\_/\_\_\_\_\_  
Date/Signature

**Contract Review Officer Review**

I have reviewed this contract and it does not contain any legally prohibited provisions, includes all legally or administratively required provisions, is basically consistent and clear, and is not otherwise objectionable on legal or

administrative grounds, to the best of my knowledge and abilities. I have indicated below any other reviews necessary prior to execution of this contract.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date/Signature/Position

\_\_\_\_\_**Recommend Additional Review (see page 2)**

\_\_\_\_\_**By: University Counsel for the following legal concerns:**

\_\_\_\_\_

\_\_\_\_\_**By: Controller**

The contract is reviewed to ensure it complies with generally accepted accounting principles; will not result in unallowable expenditures under federal and state regulations or University policy; and is not otherwise unallowable with respect to fund group, account number, or other existing Controller's or Budget expenditure or receipt requirements.

Review Performed By:

\_\_\_\_\_/\_\_\_\_\_  
Signature/Date

Comments:

\_\_\_\_\_

**Other Reviews Recommended:**

\_\_\_\_\_**By:**\_\_\_\_\_ **For:**\_\_\_\_\_

Review Performed By:

\_\_\_\_\_/\_\_\_\_\_  
Signature / Date

Comments:

\_\_\_\_\_

**By:**\_\_\_\_\_ **For:**\_\_\_\_\_

Review Performed By:

\_\_\_\_\_/\_\_\_\_\_  
Signature/Date

Comments:

\_\_\_\_\_

\_\_\_\_\_

There are contract review officers for various areas of specialty within the University. If the initiating department does not have a designated contract review officer, the contract may be sent to any of the contract review officers listed below.

<b>Location</b>	<b>Types of Contracts Reviewed</b>
Purchasing	Contracts for the purchase of goods/services
Office of Research Services	Sponsored project contracts for main campus
Faculty Contracts Office	Faculty contracts
University Counsel's Office	All contracts
Health Sciences Center Counsel's Office/Risk Management Office	All Health Sciences Center contracts