

- Check for ITS related contracts
- Check for no amount
- Check for multiple signature pages
- Check if multi-year contract



MISSISSIPPI VALLEY STATE
UNIVERSITY™

CONTRACT REVIEW FORM

Title of Contract: _____

Originating Department: _____

Amount of Contract: \$_____ Banner Org. Number: _____

1. The attached contract is recommended for approval.

Contract Administrator _____ Date: _____

Department Head _____ Date: _____

2. Recommend Approval Disapproval

Area Executive Cabinet Member _____ Date: _____

3. Recommend Approval Disapproval

Director of Sponsored Programs/Title III _____ Date: _____

4. Recommend Approval Disapproval

Director of Information Technology _____ Date: _____

5. Recommend Approval Disapproval

Director of Purchasing & Procurement _____ Date: _____

6. Recommend Approval Disapproval

VP for Business & Finance _____ Date: _____

7. **Reviewer Administrator** _____ Date: _____
(Office of the President)

Attorney General's Office

Name of Attorney _____ Approval Date: _____

Comments: _____

8. **University President** _____ Date: _____