

- ☐ 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: _____
(if applicable)

4. Recommend _____ Approval _____ Disapproval

VP for Information Technology _____ Date: _____
(if applicable)

5. Recommend _____ Approval _____ Disapproval

Director of Purchasing _____ Date: _____

6. Recommend _____ Approval _____ Disapproval

VP for Business & Finance _____ Date: _____

7. ***IHL Attorney's Signature** _____ Date: _____

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

*The review of the IHL Attorney is not required for MVSU's Standard Services Contracts in amounts of \$35,000 and under.