



Mount St. Joseph University Contract Review Request Form

This Mount St. Joseph University (the "University") Contract Review Request Form is required for all contracts requesting the General Counsel to review and/or the University President or Chief Financial Officer's signature. Please email this completed form along with the contract to Contracts@msj.edu (one contract per form and email). The standard review and execution time for each contract is 5 to 7 business days.

Information Must Be Completed

Date Requested:	Date Needed:
Employee/Sponsor Requesting the Review:	Phone Number:
University Department:	
University Accounting Code:	
Purpose of the contract and services to be rendered:	
*If this proposed contract is for any type of computer software, it must be reviewed and approved below by ISS prior to submitting to the General Counsel and CFO Office.	
*If the General Counsel recommends changes, you must resubmit an updated document with the changes and a compare to the last version.	
Length of the contract:	
Annual Cost:	Total Cost:
Does this contract include vendor exclusivity: YES <input type="radio"/> NO <input type="radio"/>	
Is the contract amount included in the approved department budget: YES <input type="radio"/> NO <input type="radio"/>	

Approvals

By signing below, I approve this agreement for its stated purpose and authorize the use of University funds.	
Department Sponsor Print Name: _____	
Sign: _____	Date: _____
Dean, VP or Administrative Officer Print Name: _____	
Sign: _____	Date: _____
Associate Provost for Campus Technology (if required): _____ Date: _____	
General Counsel Review (if required): _____ Date: _____	
CFO Approval: _____ Date: _____	