

CONTRACT COVER SHEET

This form must be completed for all Contracts as provided in the [Policy on Approval and Execution of Contracts and Other Binding Documents](#) (the Policy) and its related Procedures. Terms used are defined in the Policy.

To: _____
From: _____
Date: _____
Re: New Contract Contract Amendment Contract Extension/Renewal

1. Background/Key Information

Contract Name/Title: _____
Counterparty: _____
Total contract value: _____
Payment terms: _____
Contract Start Date and End Date (or defined duration): _____
Renewal terms: _____
Basic purpose: _____

2. Contract Owner Review and Business Unit Approval

Before routing the Contract for review, approval, and execution, the Contract Owner must read the Contract, understand its terms, and be able to check all of the following:

- The relationship or transaction (including funding) are approved by the Contract Owner's business unit manager.
- The Contract is in the name of the University or the Board of Trustees.
- The business terms are fully negotiated, incorporated into, and accurately reflected in the Contract.
- The Contract clearly describes the parties' obligations.

Additionally, the Contract Owner must complete and attach [Appendix A](#) if the Contract is exempt from OGC review because it is a "Small Contract" as defined in the OGC Contract Review Protocol:

Appendix A not required

Small Contract - Appendix A required and attached

3. Reviews Required Under Section 3 of the Policy

Each of the following offices may assist the Contract Owner during the Contract's development and should be consulted at the earliest stage possible. If final review and approval of the Contract is required under Section 3 of the Policy, check below, note the date final approval was received, and attach documentation.

Office of Information Technology Services _____
Purchasing Department _____
Office of General Counsel _____

If OGC review is not required, select applicable exemption: _____
Office of Enterprise Risk Management _____

4. Approvals of the Relationship or Transaction Required Under Section 3 of the Policy

If approval by any of the following is required under Section 3 of the Policy, check all that apply, note the date and method of approval, and attach documentation (unless the Authorized Signatory is the same as the approver).

URI Board of Trustees _____
University President _____
Vice President for Administration and Finance _____
Vice President for Research and Economic Development _____

5. List any other University offices or external entities (such as a state agency or other regulatory authority) involved with this Contract.

By completing and submitting this form, the Contract Owner is confirming its completeness and accuracy.