

- 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

**AVP of Information Technology** \_\_\_\_\_ Date: \_\_\_\_\_  
*(if applicable)*

5. Recommend  Approval  Disapproval

**Director of Purchasing & Procurement** \_\_\_\_\_ 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 \$25,000 and under.