

- 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 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.