

Contract Cover Sheet

Contract Details

Date initiated		Action	
		<input type="checkbox"/> new contract <input type="checkbox"/> amendment <input type="checkbox"/> renewal <input type="checkbox"/> extension <input type="checkbox"/> termination	
Contract Manager		Department	GL code
Legal entity or entities		Contract Category ^{2,3,4}	
Description			
Term (plus any renewals)	Value	Template	Is this a related-party transaction?
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Contract Review

		Name	Initials
Financial/Business Analyst	<input type="checkbox"/> NA		
Institutional Compliance	<input type="checkbox"/> NA		
Comments:	<input type="checkbox"/> NA		
Information Technology	<input type="checkbox"/> NA		
Facilities	<input type="checkbox"/> NA		
Legal Review	<input type="checkbox"/> NA		
Other ¹	<input type="checkbox"/> NA		
Other ¹	<input type="checkbox"/> NA		
Relevant CLC Member			
Chief Financial Officer ^{2,3}	<input type="checkbox"/> NA	Tracy Holt	
Relevant ELT Member ^{2,3}	<input type="checkbox"/> NA		
<input type="checkbox"/> Authorized Signatory - signed under delegation by			

¹ Other reviewers may include Occupational Health and Safety, Marketing & Communications, Development, etc.

² For Purchase/Service Contracts with a total value:

- Less than \$75,000, the relevant CLC Member is the Authorized Signatory;
- Between \$75,000 - \$250,000; the relevant ELT Member is the Authorized Signatory; and
- Over \$250,000, the Chief Financial Officer is the Authorized Signatory.

³ For Revenue/Grant Agreements with a total value:

- Less than \$75,000, the Relevant CLC Member is the Authorized Signatory; and
- Over \$75,000, the relevant ELT Member is the Authorized Signatory, notify CFO FYI.

⁴ For all other Contracts, please refer to the policy for signing authority. If a Contract falls into more than one category, the category with the higher level of signing authority applies.