

# Contract Review 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	
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
Business Analyst	<input type="checkbox"/> NA		
Institutional Compliance	<input type="checkbox"/> NA		
Comments:	<input type="checkbox"/> NA		
Legal Review	<input type="checkbox"/> NA		
Other <sup>1</sup>	<input type="checkbox"/> NA		
Other <sup>1</sup>	<input type="checkbox"/> NA		
VP Research & Partnerships <sup>2</sup>	<input type="checkbox"/> NA	Kenny Corscadden	
Responsible CLC Member			
Director, Financial Services & CFO		Tracy Holt	
Authorized Signatory <sup>3,4</sup>			
<input type="checkbox"/> signed under delegation by			

<sup>1</sup> Other reviewers may include Information Technology Services, Occupational Health and Safety, or Facilities Management.

<sup>2</sup> Review by the VP Research and Partnership is required for all category E contracts.

<sup>3</sup> If a Contract falls into more than one category, the category with the higher level of signing authority applies.

<sup>4</sup> The VP People and Business Services is the Authorized Signatory for a Contract with a Value of \$75,000 or more, and for multi-year Contracts with a Value greater than \$0.