

**K-State OGC Contract Review Checklist** (rev. 05/2012)

(must be completed and attached to contract before submitting contract for review)

Does the contract involve a sponsored project as described in PPM chapter 7010.015? \_\_\_ (Y or N)  
If yes, **STOP HERE**, and submit the contract for processing through Pre-Award Services.

Does the contract involve the expenditure of funds? \_\_\_ (Y or N) If yes, has it been processed in accordance with Purchasing procedures (PPM chapter 6310)? \_\_\_ (Y or N). If no, **STOP HERE** and contact the Purchasing Office at 2-6214 for assistance.

Prior to submitting contract to Purchasing or Office of General Counsel for review, please certify that the following steps have been taken:

\_\_\_ applicable template is being used; or \_\_\_ there is no applicable template

\_\_\_ all irrelevant parts have been removed or stricken (for example, exhibits or addenda that do not apply)

\_\_\_ if contract is a renewal or new version of an existing or previous contract, the existing or previous version is attached for reference

\_\_\_ University signatory on the contract is an authorized signatory listed on President's letter to KBOR

\_\_\_ contract has been reviewed in detail by the submitting unit from a business perspective

\_\_\_ for benefit to University

\_\_\_ for University's ability to comply with obligations

\_\_\_ for appropriateness, advantageousness and acceptability of all terms and conditions, including, for example, acceptable termination provisions

\_\_\_ any terms allowing use of University's name, logos or other marks have been approved in writing by the University's Director of Licensing and such approval is attached

\_\_\_ all parts of contract (including all attachments and all agreements incorporated by reference, such as exhibits, addenda, related license agreements, and DA-146a) are attached

\_\_\_ Current version of DA-146a (rev. 10-11) is being used

\_\_\_ DA-146a is properly referenced in the main contract

\_\_\_ DA-146a has been approved (and has been or will be initialed or signed) by contractor

I certify that the above steps have been taken:

\_\_\_\_\_ (signature)

email: \_\_\_\_\_

\_\_\_\_\_ (name and title)

phone: \_\_\_\_\_

\_\_\_\_\_ (date)

Notes: \_\_\_\_\_

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