

CONTRACT CHECKLIST / APPROVAL PAGE Office of University Counsel

Counsel's Office USE ONLY: Received://_ Completed://_ Matter No.:				
LIU Post Brooklyn Brentwood Westchester Rockland		Riverhead Tilles Kumble Affiliation License		
Budget Office's Office USE ONLY: A/C #:				

This Checklist / Approval Page ("CAP") replaces the prior "Contract Signature Page" form. This CAP must be attached to all Long Island University contracts.

GENERAL INFORMATION REGARDING THE PARTY PROPOSING THE CONTRACT							
Please Print Clearly Name of Department Dean/Director							
Name of Contact person within Department							
SUMMARY OF CONTRACT TERMS							
Contract withName of Company / Institution							
Description							
Dates Start//							
Terms Payment Period Amount per Period							
Total Amount of Contract							
Approximate if necessary							
Is this contract a: Pre-approved LIU form agreement (e.g. License for use, Affiliation) with no substantive changes (Further review by Counsel's Office not necessary) Renewal of an existing contract (please attach existing contract) Modification (amendment, extension) of an existing contract On a photocopy of the agreement, please circle or highlight which if any preprinted or prior terms have been changed. New contract Software/online services contract which allows for remote logins Involving the potential exchange of private information about students, employees or others Requiring vendor to create an SSAE-16 report							
Check this box if contract requires LIU to provide OR receive a Certificate of Insurance.							
☐ Check this hov if Check Request is attached							

CHECKLIST	1	_
REQUIREMENT	DESCRIPTION	Certified by
Competitive Bidding	For contracts above \$5,000, the department / requesting party has obtained at least 3 competitive bids. If not, attach approved bid waiver and sole source forms.	
Contract, Exhibits and Appendices	 The contract and all documents incorporated by reference in the contract, including exhibits and appendices, are attached; and All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract. 	
Contracting Party	The name of the contracting party is stated as Long Island University (not a department or school).	
Name, Address, Contact Person	The full name, address, legal status, (i.e., corporation, partnership, etc.) and contact person of the other party are included.	
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations / agreement of the parties.	
Competition /Conflicts with Existing Contracts/ Compliance	This contract does not conflict with any other contracts, promises or obligations of the University. The requesting department verified the University can comply with all terms and conditions.	
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been / will be obtained.	
Terms of Contract	Start and end dates of contract are included. Any renewals are included.	
Warranties / Guaranties	Warranties or guarantees give satisfactory protection.	
Governing Law	The contract is governed under the laws of the State of New York.	
All nondisclosure clauses include exceptions regarding disclosure a required by law or by a court of law. If not applicable, indicating "n/a."		
Printed/Typed Names	Names of all persons signing contract are printed or typed below signature.	
No Automatic Renewal	Contract does not contain an automatic renewal clause.	

CERTIFICATION OF REQUESTING PARTY								
I have read this contract entirely. I am satisfied with its description of the goods and services to be provided to the University (including, for example, warranties, delivery terms, acceptance period, and maintenance terms). I am also satisfied with the description of the University's obligations (including, for example, scope of work, payment due dates, late charges, tax charges, insurance, and confidentiality requirements) and all other provisions of this contract, except as noted in any attached memorandum. A memorandum [is], [is not], (circle one) attached.								
Name	Signature	Date						
THIS CONTRACT HAS BEEN APPROVED BY:								
Dean/Director (print name)	Signature	Date						
Vice President/Provost (print name)	Signature	Date						
President (print name)	Signature	Date						
OFFICE OF UNIVERSITY COUNSEL REVIEW								
I have reviewed this contract entirely and it: (a) does not contain legally prohibited provisions; (b) includes all legally required provisions; and (c) is not otherwise objectionable on legal, as opposed to administrative, grounds; except as noted in any attached memorandum. A memorandum [is], [is not], (circle one) attached.								
Name	Signature	Date						
THIS CONTRACT HAS BEEN REVIEWED BY:								
Associate Vice President/Budgets	Signature	Date						
Vice President for Finance/Treasurer	Signature	Date						