



CONTRACT CHECKLIST / APPROVAL PAGE
Office of University Counsel

Counsel's Office USE ONLY:			
Received: __/__/__		Completed: __/__/__	
Matter No.: _____			
LIU	<input type="checkbox"/>	Riverhead	<input type="checkbox"/>
Post	<input type="checkbox"/>	Tilles	<input type="checkbox"/>
Brooklyn	<input type="checkbox"/>	Kumble	<input type="checkbox"/>
Brentwood	<input type="checkbox"/>	Affiliation	<input type="checkbox"/>
Westchester	<input type="checkbox"/>	License	<input type="checkbox"/>
Rockland	<input type="checkbox"/>		
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	
<i>Please Print Clearly</i>	
Name of Department _____	Dean/Director _____
Name of Contact person within Department _____	
SUMMARY OF CONTRACT TERMS	
Contract with _____ Name of Company / Institution	
Description _____	
Dates	Start __/__/__ End __/__/__ Renewal __/__/__ Payment(s) Due _____
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 box if Check Request is attached.

CHECKLIST		
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	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices, are attached; and 2) 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.	
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law or by a court of law. If not applicable, indicate "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.	

**GUIDELINES FOR CONTRACT APPROVALS: LEVEL I, II, AND III SIGNATURE
AUTHORITY**

LEVEL I. REQUIRED CONTRACT APPROVALS LESS THAN \$5,000

APPROVAL SEQUENCE FOR REVIEWERS:		1	2	3	4	5
		CHAIRPERSON/ DIRECTOR/ DEAN	CIO	LEGAL COUNSEL	PRESIDENT	CFO
TYPE OF CONTRACT	GOODS/SERVICES	•	na	•	na	•
	CONSULTANTS	•	na	•	•	•
	PERFORMANCE	•	na	•	na	•
	GRAPHIC DESIGN	•	na	•	na	•
	TILLES CENTER	•	na	•	na	•
	SOFTWARE/ INTELLECTUAL PROPERTY	na	•	•	•	•

LEVEL II. REQUIRED CONTRACT APPROVALS \$5,001-\$250,000

APPROVAL SEQUENCE FOR REVIEWERS:		1	2A	2B	3	4	5	6
		CHAIRPERSON/ DIRECTOR/ DEAN	CIO	CHIEF OF ADMIN.	V.P.	LEGAL COUNSEL	PRESIDENT	CFO
TYPE OF CONTRACT	GOODS/SERVICES	•	na	na	•	•	na	•
	CONSULTANTS	•	na	na	•	•	•	•
	PERFORMANCE	•	na	na	•	•	na	•
	GRAPHIC DESIGN	•	na	na	•	•	na	•
	TILLES CENTER	•	na	na	•	•	na	•
	CAPITAL PROJECT	na	na	•	•	•	na	•
	SOFTWARE/ INTELLECTUAL PROPERTY	na	•	na	•	•	na	•

LEVEL III. REQUIRED CONTRACT APPROVALS \$250,001 OR GREATER

APPROVAL SEQUENCE FOR REVIEWERS:		1	2A	2B	3	4	5	6
		CHAIRPERSON/ DIRECTOR	CIO	CHIEF OF ADMIN.	V.P.	LEGAL COUNSEL	PRESIDENT	CFO
TYPE OF CONTRACT	GOODS/SERVICES	•	na	na	•	•	•	•
	CONSULTANTS	•	na	na	•	•	•	•
	PERFORMANCE	•	na	na	•	•	•	•
	GRAPHIC DESIGN	•	na	na	•	•	•	•
	TILLES CENTER	•	na	na	•	•	•	•
	CAPITAL PROJECT	na	na	•	•	•	•	•
	SOFTWARE/ INTELLECTUAL PROPERTY	na	•	na	•	•	•	•

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