CONTRACT REVIEW PROCESS

Is the value of the contract more than $5,000 (or $25,000 for construction projects)?

- **YES**
  - Contact Purchasing to determine if bids are necessary
  - If less than $25,000, forward to Counsel’s Office (with completed contract Form, insurance and CAP for review)
  - If greater than $250,000, forward to University President

- **NO**
  - Determine lowest responsible bidder and select LIU Form contract
  - Is the value of the contract(s) less than $25,000?
    - **YES**
      - Complete Contract Approval Page, obtain insurance if needed and forward to Appropriate Provost or V.P. for signature.
    - **NO**
      - Is the contract:
        1) Appointment or letter issued by UO pursuant to usual process; or
        2) With the Office of Sponsored Research; or
        3) A Form that has already been approved by Counsel’s Office and there are no substantive changes to document (unless no review in past 3 years)
        4) For the use of the University’s facilities, or
        5) One in which the University provides indemnification or proof of insurance, or
        6) One in which members of the University community are engaging in high risk activities, or which may expose the University to high-risk liability costs, or
        7) Related to the lease, purchase or sale of real estate, or
        8) One in which the University provides off-campus educational programs, or
        9) A construction contract, or
        10) A software contract, or
        11) A consultant contract

  - NO
    - No review by Counsel’s Office necessary; Complete Contract Approval Page, obtain insurance if needed and forward to Appropriate Provost or V.P. for signature.