



CONTRACT CHECKLIST/APPROVAL PAGE
Office of University Counsel

Counsel's Office USE ONLY:
Received: \_\_/\_\_/\_\_ Completed: \_\_/\_\_/\_\_
Matter No.: \_\_\_\_\_
Post [ ] Kumble [ ]
Brooklyn [ ] Affiliation [ ]
Brentwood [ ] License [ ]
Riverhead [ ] Other [ ]
Westchester [ ] Tiles [ ]

FUND - - - - -
ORG. UNIT - - - - -
DEPT. - - - - -
ACCT. - - - - -
Requisition (Req ID) #: 00000 \_\_\_\_\_

This Checklist / Approval Page ("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 with: \_\_\_\_\_
Name of Company / Institution
Description: \_\_\_\_\_
Dates: Start \_\_/\_\_/\_\_ End \_\_/\_\_/\_\_ Multi-Year: Yes [ ] No [ ] Renewal: Yes [ ] No [ ]
Term (s): Payment Period \_\_\_\_\_ (Mo., Yrs.) Amount per Period \_\_\_\_\_
[ ] Check this box if a Deposit or Advanced Payment is required.
Payment/Deposit(s) Due \_\_\_\_\_
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 or material changes
[ ] New agreement with Supplier's own terms and conditions?
[ ] Renewal of an existing contract? (Please attach existing contract with renewal documents)
[ ] 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).
[ ] 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. (INCLUDE CURRENT INSURANCE CERTIFICATE)

[ ] Check this box if a Supplier has provided an SOC for Service Organizations Report.

WMBE/HUB REQUIREMENTS

Agreement, Award, Grant or Subcontract REQUIRES [ ] DOES NOT REQUIRE [ ] the participation of WMBE or other Historically Underutilized Businesses (HUB) and suppliers.
If WMBE or other HUB business participation is REQUIRED; include all documentation (e.g. Bids, Request for Information, Statement of Intent/Participation, Vendor Certification, Proof of Best Efforts etc.) to demonstrate compliance with Agreement, Award, Grant or Subcontract. (Attach all Relevant Documents)

<b>CHECKLIST</b>			
	<b>REQUIREMENT</b>	<b>DESCRIPTION</b>	<b>CERTIFIED BY</b>
1	<b>Electronic Requisition</b>	A <b>Fixed Cost E-requisition</b> has been submitted and the Requisition Number noted on Page 1 of the CAP FORM	
2	<b>Competitive Bidding</b>	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.	
3	<b>Contract, Exhibits and Appendices</b>	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.	
4	<b>Contracting Party</b>	The name of the contracting party is stated as Long Island University (not an individual, department or school).	
5	<b>Name, Address, Contact Person</b>	The full name, address, legal status, (i.e., corporation, partnership, etc.) and contact person of the other party are included.	
6	<b>Understanding</b>	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations / agreement of the parties.	
7	<b>Competition /Conflicts with Existing Contracts/ Compliance</b>	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.	
8	<b>Other Necessary Agreements</b>	All other necessary agreements or waivers referred to in contract have been / will be obtained.	
9	<b>Terms of Contract</b>	Start and end dates of contract are included. Any renewals are included.	
10	<b>Warranties/ Guaranties</b>	Warranties or guarantees give satisfactory protection.	
11	<b>Governing Law</b>	The contract is governed under the laws of the State of New York.	
12	<b>Confidentiality Agreements</b>	All nondisclosure clauses include exceptions regarding disclosure as required by law or by a court of law. If not applicable, indicate "n/a."	
13	<b>Printed/Typed Names</b>	Names of all persons signing contract are printed or typed below signature	
14	<b>No Automatic Renewal</b>	Contract does not contain an automatic renewal clause.	

**GUIDELINES FOR CONTRACT APPROVALS: LEVEL I, II, III AND IV 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/ INSTALLATION/ WARRANTY	•	na	•	na	•
	CONSULTANTS	•	na	•	na	•
	STUDENT ACTIVITIES/SPECIAL EVENTS	•	na	•	na	•
	MARKETING & PR	•	na	•	na	•
	TILLES CENTER	•	na	•	na	•
	SOFTWARE/ IT/IP/LICENSES/WEB	na	•	•	na	•
	FACILITES/ CONSTRUCTION/ ARCHITECTS/ REAL-ESTATE	•	na	•	na	•

		LEVEL II. REQUIRED CONTRACT APPROVALS \$5,001-\$250,000					
APPROVAL SEQUENCE FOR REVIEWERS:		1	2A	2B	3	4	5
		CHAIRPERSON/ DIRECTOR/ DEAN	CIO	CHIEF OF ADMIN.	V.P.	LEGAL COUNSEL	CFO
TYPE OF CONTRACT	GOODS/SERVICES/ INSTALLATION/ WARRANTY	•	na	na	•	•	•
	CONSULTANTS	•	na	na	•	•	•
	STUDENT ACTIVITIES/SPECIAL EVENTS	•	na	•	•	•	•
	MARKETING & PR	•	na	na	•	•	•
	TILLES CENTER	•	na	na	•	•	•
	SOFTWARE/ IT/IP/LICENSES/WEB	•	•	na	•	•	•
	FACILITES/ CONSTRUCTION/ ARCHITECTS/ REAL-ESTATE	na	na	•	•	•	•

		LEVEL III. REQUIRED CONTRACT APPROVALS \$250,001 OR GREATER					
APPROVAL SEQUENCE FOR REVIEWERS:		1	2A	2B	3	4	5
		CHAIRPERSON/ DIRECTOR/ DEAN	CIO	CHIEF OF ADMIN.	V.P.	LEGAL COUNSEL	CFO
TYPE OF CONTRACT	GOODS/SERVICES/ INSTALLATION/ WARRANTY	•	na	na	•	•	•
	CONSULTANTS	•	na	na	•	•	•
	STUDENT ACTIVITIES/SPECIAL EVENTS	•	na	•	•	•	•
	MARKETING & PR	•	na	na	•	•	•
	TILLES CENTER	•	na	na	•	•	•
	SOFTWARE/ IT/IP/LICENSES/WEB	na	•	na	•	•	•
	FACILITES/ CONSTRUCTION/ ARCHITECTS/ REALESTATE	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 the scope of work; payment due dates; late charges; regulatory compliance; 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. During the agreement term, I am responsible for MONITORING the performance of this contract including supplier selection and suitability; and the management of all aspects of the work to be performed under the scope of services.

\_\_\_\_\_  
Name Signature Date

**THIS CONTRACT HAS BEEN APPROVED BY:**

\_\_\_\_\_  
Dean/Director (print name) Signature Date

\_\_\_\_\_  
Vice 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