

## CONTRACT CHECKLIST

1. Title/Description of Contract: \_\_\_\_\_
2. Office of Sponsored Programs Log # /Attorney's Office Log #: \_\_\_\_\_ / \_\_\_\_\_
3. Agency/Vendor: \_\_\_\_\_
4. Monetary Amount of Contract (if applicable): \_\_\_\_\_
5. Source FOAPAL: \_\_\_\_\_
6. Deadline for Final Execution: \_\_\_\_\_
7. Principal Investigator/Responsible Person: \_\_\_\_\_

(PRINTED NAME)

Department/Division \_\_\_\_\_ Telephone Number \_\_\_\_\_

Building/Room Number \_\_\_\_\_

**I have read this contract, including all attachments and exhibits and have reviewed this contract with the Administrator, Dean, Vice President, Director or Chair, and that individual is aware of all business terms of this contract. The business terms negotiated and agreed to by the parties are contained in this contract.**

\_\_\_\_\_  
(SIGNATURE OF PRINCIPAL INVESTIGATOR)

\_\_\_\_\_  
(DATE)

8. I am aware of all business terms of this contract and approve (Appropriate Dean/Department Head/Administrator):

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

9. Is this agreement funded by an external grant or contract? If yes, route to Office of Grants Administration, AD 200 (460-7888).

For OGA: \_\_\_\_\_ Date: \_\_\_\_\_

10. Has this contract been bid through USA Purchasing? YES  NO

11. If this is a USA template contract, I have verified that there were no changes made:

\_\_\_\_\_  
(SIGNATURE OF PRINCIPAL INVESTIGATOR)

12. Is this a renewal contract? YES  NO

If this is a renewal, attach copy of most recent contract and indicate any changes to new contract:

\_\_\_\_\_  
\_\_\_\_\_

13. Date released by legal office for: (a) requested changes to contract: \_\_\_\_\_  
(b) execution by agency/vendor/USA: \_\_\_\_\_

14. Date signed by agency/vendor: \_\_\_\_\_ Date signed by University: \_\_\_\_\_

Return copy of this checklist to legal office upon completion of contract process. Retain original checklist and contract in above-identified department. The State Records Commission, under authority granted by Section 41-13-21 of the Code of Alabama, 1975, mandates that all contracts, leases and agreements be retained for seven years after the terms of the document are fulfilled and then destroyed. All real property leases and capital improvement contracts are to be retained permanently.