East Carolina University®

OUC CONTRACT REVIEW REQUEST FORM *(coversheet 07/22/2022)*
red blocks are required

1. **Date of submission to OUC:**

2. **Name of party that will be contracting with ECU:**

3. **ECU department requesting contract/transaction:**

4. **Name of department contact:**

5. **Name of contract/transaction:**

6. **Do any of these situations apply?**

	HR action using template preapproved by OUC without modification
	New business proposal requiring preapproval
	Compliance and risk review of Health Sciences contract using a template preapproved by OUC

7. **Proposed value of the contract/transaction (total and annually or monthly, as applicable):**

   (select one):

	Total value of contract/transaction is under $250,000
	Total value of contract/transaction is $250,000 or more

   (description of total value of contract and calculation of same):

8. **Type of service (select one):**

	ECU to provide services
	ECU to purchase goods or services
	HR Action
	Other (provide description here):

9. I affirm this request has been approved by the appropriate Vice Chancellor/Executive Dean/Athletic Director:

Printed name of submitter:	
Printed name of Approver (VC/AD):	
Date approved by VC/AD:	

10. Business justification for the contract/transaction:

11. Description of services to be provided or of the goods or services to be obtained:

12. Proposed terms of the contract/transaction (including term of contract):

(select one):

	Contract/transaction will not auto-renew
	Contract/transaction will auto-renew

13. Proposed period for termination with notice (select one):

	No cause with 30 days
	No cause with 60 days
	No cause with 90 days
	Other (provide description here):

14. Any other information that could be relevant for the review to be conducted by the VC for Administration and Finance:

Final page to be completed by Chancellor's Division personnel only

Contract has been preapproved by the VC for Administration and Finance on (insert date) _____. If not preapproved, please provide explanation here:

OUC comments:

Following preapproval, contract/transaction has been reviewed by OUC for legal sufficiency:

Date all approvals received:	
Date approval submitted to Department:	