

**UNIVERSITY OF ARKANSAS SYSTEM**  
Office of General Counsel Contract Review Form

1. Campus/Unit: \_\_\_\_\_
2. Requesting Department/Contact Person: \_\_\_\_\_
3. Other Contracting Party: \_\_\_\_\_  
Approved Workday Supplier ID: \_\_\_\_\_
4. Type of Contract:  
 Purchase of Goods or Services       Sale of Goods or Services by the University  
 Real Estate       Research or Sponsored Program  
 Other (Please describe) \_\_\_\_\_
5. Contract Subject Matter: \_\_\_\_\_  
\_\_\_\_\_
6. Contract Amount: \$ \_\_\_\_\_
7. Specific deadline or time considerations (explain, if applicable) \_\_\_\_\_
8. Have all documents referenced to in this contract been attached? Yes  Not Applicable
9. Is an addendum approved by the General Counsel's Office being used? Yes  No
10. Is this a Renewal or Amendment to an existing contract?  
 No  Yes (Attach original and any existing renewals/amendments)
11. For purchases of software, information technology or telecommunication goods or services, has the campus/unit IT office been consulted? Yes  No
12. Has the procurement office confirmed that all applicable procurement rules have been followed?  
Yes  No  Not Applicable
13. Purchasing Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
14. Signature \_\_\_\_\_ Date: \_\_\_\_\_

The above referenced contract has received legal review and is:

(  ) acceptable for signature      (  ) returned with comments and/or suggested revisions

\_\_\_\_\_  
General Counsel's Office\*

\_\_\_\_\_  
Date

\*For contracts for the purchase of commodities or services, as defined by the Arkansas Procurement Law, in which the single year contract amount exceeds \$75,000, this signature certifies that the contract has been reviewed in accordance with the requirements of Ark. Code Ann. §12-11-219(b)(1), and, where necessary, changes have been proposed to make the contract consistent with the requirements of Arkansas law and University policy.

Review by the Office of General Counsel is for the purpose of confirming whether this contract meets the requirements of the law. Responsibility for business or technical terms rests solely with the requesting campus.

The written revisions and comments set are made solely for the benefit of the University and its institutions, and are not intended to be provided directly to the contracting party.