



Office of the University Counsel
REQUEST FOR CONTRACT REVIEW FORM

The Office of the University Counsel reviews contracts from a legal perspective and offers advice on the legal consequences of the University entering into the contract. However, the Office of the University Counsel is not in a position to assess the operational viability of contracts. Therefore, each operational unit is required to review the contracts it wishes the University to sign and to complete the following form confirming that it has done so. The Office of the University Counsel will then conduct its review and coordinate having contracts signed by the appropriate University signing officers.

Part 1. To be completed by originating department or administrative unit.

Name of Originating Department/Admin. Unit: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone and e-mail: \_\_\_\_\_
(the signed contract will be returned to contact person)

Address: \_\_\_\_\_

Return signed contract [ ] by PDF (no original required) No. of originals required: \_\_\_\_\_
[ ] by campus mail (inc. 1 original to be retained by University Counsel)
[ ] call when ready to pick up

Contract Title: \_\_\_\_\_

Value of Contract (liability or benefit to the University): \_\_\_\_\_

Is this a renewal of an existing contract? [ ] Yes (attach existing contract) [ ] No

I, \_\_\_\_\_, state:
(print name of head of unit)

- My Unit has reviewed the contract.
• I recommend that the contract be executed by the University's signing officers.
• I understand that the Unit is responsible for meeting the obligations outlined in the contract.
• The context of this agreement is as follows:
(Describe main elements and rationale for the contract.)(attach additional page if necessary.)

\_\_\_\_\_

Signature of Head of Unit

Date

Part 2. To be completed by the Office of the University Counsel

Reviewed by: \_\_\_\_\_
(print name)

YES NO
UBC Insurance Review Required and Obtained [ ] [ ]
Indemnity Approval Required: [ ] [ ]

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

Contract Recommended for Execution under Signing Resolution # \_\_\_\_\_