

This form must be completed and submitted with every contract. Contracts submitted to Purchasing without this form will be returned.

Today's Date: _____

Type of Contract Submitted:

☐ Barnard Template

☐ Barnard Template with Changes

☐ Vendor Contract

College Department/Office Initiating Contract: _____

College Representative Responsible for Contract ("Contract Initiator"):

Name: _____ Title: _____

Phone Number: _____ Email address: _____

Description of Contract (what is the purpose of proposed contract?):

Contractor/Vendor/Other Party: _____

Name and Title of Contact Person: _____

Phone Number: _____ Email address: _____

How did you choose this vendor? _____

Has Barnard College entered into a similar contract with this vendor before? ___ Yes ___ No

If yes, attach a copy of the previous contract. If this is a **renewal, extension or amendment** to a contract, attach the underlying contract and any previous renewals or amendments etc.

Terms of the Contract:

Commencement Date: _____

Expiration Date: _____

Renewal Terms (if any): _____

Total Cost of Contract: _____ Account to be used: _____

Deadline (date by which contract needs to be reviewed): _____

Please afford a minimum of ten (10) business days for review. If review of this contract is urgent, please provide information, including deadlines and special circumstances, regarding the urgency sufficient to justify prioritizing review of this contract over other contracts.

Special Circumstances: _____

Reviews/Approvals

Please send this form and all related documents (including the related purchase requisition) to the Purchasing Department. The Purchasing Department will process and review the documents and then forward to the office of the General Counsel for review.

Vendor Name _____ Contract Date _____ Dept. Name _____

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Reviewed by:

Contract Initiator _____
Initials _____ Date _____

Department Chair/Dean/Vice-President _____
Initials _____ Date _____

Director of Business Operations _____
Initials _____ Date _____

Review by the following will be on an as needed basis as determined by the Director of Purchasing and the General Counsel:

General Counsel ☐ Necessary _____
Initials _____ Date _____

VP for Campus Services ☐ Necessary _____
Initials _____ Date _____

Director for Budget & Planning ☐ Necessary _____
Initials _____ Date _____

VP for Finance ☐ Necessary _____
Initials _____ Date _____

BCIT ☐ Necessary _____
Initials _____ Date _____

Chief Operating Officer ☐ Necessary _____
Initials _____ Date _____

President ☐ Necessary _____
Initials _____ Date _____

Please Note: The Office of the General Counsel will review the contract as to form and legality. The department or office initiating the contract is responsible for reviewing the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy your business needs.