This checklist must accompany every contract and agreement, even if all boxes are checked no.

Office of General Counsel Contract Checklist

Purpose: In an effort to streamline University processes, all contracts and agreements involving the following clauses/ services must be approved by the below-listed individuals before being processed by the Legal Office.

Preference on how contract is returned:			
Outbox (in OM 204)	Campus Mail	Email	
Other (additional instructions):			
Agreement or service takes place in a foreign country: University unit must first consult with Laura (Peterson) Betzold, Risk Management and Safety, Knight Hall 247 (766-6787, lpeter18@uwyo.edu) or designee.			
Yes Approved by or	comments provided by:* Signature	Date	No
Agreement involves payment through a sponsored project (funding for a project or program from an outside source) or is related to a sponsored project: University unit must first consult with Linda Osterman (766-5320, osterman@uwyo.edu) or Farrell Rapp (766-2047, fgraf@uwyo.edu), Research and Economic Development or designee.			
Yes Approved by or	comments provided by:* Signature	Date	No
Agreement involves the purchase of technology or technology related projects: University unit must first consult with the IT CIO Office (766-4860, itcio@uwyo.edu) or designee.			
Yes Approved by or	comments provided by:* Signature	Date	No
Agreement involves the construction or design for alterations or improvements to existing buildings or grounds, or construction or design for new construction or capitalized projects: University unit must first consult with John Davis, UW Operations, Service Building (766-6226, jdavis71@uwyo.edu) or designee.			
Yes Approved by or o	comments provided by:* Signature	Date	No
Agreement involves a professional services account code (9xxxxx) or agreement involves payment to a foreign individual or business: University unit must first consult with and/or send the agreement and the Employee/Independent Contractor Determination Worksheet to Casey Green, Tax Office, Old Main 317 (766-2821, tax@uwyo.edu) or designee.			
Yes Approved by or o	comments provided by:* Signature	Date	No
Source of Funds:			
University Unit:	versity Unit: Contact Person:		
Email:	Phone number:	Office:	
Contracting Party:	Agreement title:		

* Signatures may be obtained electronically (e.g. fax, email, etc.). Alternatively, approval may be obtained via email (please attach). The Tax Office is the final step (if applicable). If the agreement is approved by the Tax Office, then Tax Office will forward to the Legal Office for review. In all other cases, the University unit must obtain the proper approvals and forward to the Legal Office.