

## SUMMARY OF CONTRACT TERMS

Consultant/Vendor name	Agreement Start/End Dates	Total Agreement Amount
Description of Agreement (Procurement, Grant, etc.) _____		
Indicate funding source (State funds, grant name*, Title III**, etc.) _____		
Procurement method: (Sole Source, Bid, State Contract, etc.) _____		
Contract: <input type="checkbox"/> New <input type="checkbox"/> Renewal with original attached <input type="checkbox"/> Amendment with original attached		
** Data Security: Specify the data security risk category for this supplier: <input type="checkbox"/> None <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High		
Does this agreement provide mission-critical systems, products, or services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will ASU transmit/store any data with the supplier under this agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, is the data classified as protected (e.g. PII, PHI, financial, educational)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## GENERAL INFORMATION

Requesting official has read, supports, and to the best of their ability, understands the terms of the agreement. If the agreement is for the acquisition of services/goods, the Requesting Individual affirms that they have consulted with the Purchasing Office to ensure use of the correct procurement method.

Requesting Individual & Title	Department Name	Date
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## CONTRACT REVIEW AUTHORITY – All agreements MUST have VP approval prior to Legal review

As a responsible approving authority, I certify that I have read the attached agreement and that the requesting department will comply with all its requirements. I recognize that while the official University signature authority may review the agreement from a policy perspective, it is the requesting department's responsibility to ensure the specifications are sufficient and/or practical for departmental needs and to monitor the agreement for compliance, payment, and expiration.

Department Head or Dean (Print)	Signature	Date
Director of Budgets & Contracts (Print)	Signature	Date
Office of Research & Sponsored Programs* (Print)	Signature	Date
Chief Information Officer ** (Print)	Signature	Date
Cybersecurity ** (Print)	Signature	Date
VP Institutional Advancement *** (Print)	Signature	Date
Vice President (Print)	Signature	Date

## LEGAL REVIEW (Please allocate 15 business days for review by the Office of Legal Affairs.)

The Office of Legal Affairs has reviewed the attached contract for approval by an authorized university representative:  
☐ without changes; ☐ with the attached changes; or ☐ additional action as outlined below is required.

\_\_\_\_\_  
 Attorney Crystal James, Chief Legal Affairs Officer Date

\* Grant-funded activities must be routed to the Office of Research and Sponsored Programs for approval

\*\* Agreements involving software, hardware, and/or computer access to institutional data must have EDP approval prior to forwarding the contract to OLA

\*\*\* All agreements wholly- or partially-funded by Title III must be approved by the Director of Title III and VP of Institutional Advancement prior to submitting to Legal Affairs

## Additional requirements

- All agreements must be reviewed and approved as to form by the Office of Legal Affairs (OLA)
- Upload this Legal Review Form and documents through the *OLA Service Request Form* link located here: <https://www.asurams.edu/legal-affairs>
- After the Legal Review Form bearing the appropriate signatures and the agreement are received in OLA, the documents will be returned to the originator with guidance regarding next steps
- Originator will keep the original fully-executed contract and provide a copy of the fully-executed document to the Office of Legal Affairs
- **Originator** must submit approved Purchase Order with this completed form and a copy of the fully-executed agreement to the Procurement Office.