

**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.

\_\_\_\_\_  
 Joel Wright, J.D., 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.