

# Rose-Hulman Institute of Technology Contract / Lease Review Form

Revised 9/23/2011

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## Section I

## To be completed by Originating Department

Submitted by \_\_\_\_\_ Department \_\_\_\_\_ Extension \_\_\_\_\_

Today's Date \_\_\_\_\_ Needed-by-date \_\_\_\_\_

Contract Start date \_\_\_\_\_ Contract End date \_\_\_\_\_

1. Type of Agreement:  Property lease  Auto lease  Sports Camp  
 Campus Performance/RHIT Sponsored Event  
 Maintenance Agreement  
 Other \_\_\_\_\_

2. Length of contract/lease  single event  monthly  annual  other \_\_\_\_\_

3. RHIT commitment: \$ \_\_\_\_\_ 4 Name of business \_\_\_\_\_

5. Contact Information:

Name

Address

Phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does this contract involve any hosted or web-based service (internet)  yes  no

7. Have bid processes in the Purchasing Guide been followed?  yes  no

If no, please explain \_\_\_\_\_

8. Does the awarding of this contract/lease involve any potential conflict of interest issues, such as, involvement by board members, employees, family members, etc.?  yes  no  
If so, explain.  
\_\_\_\_\_

9. Please explain any provisions which you feel need special attention in the review process?  
\_\_\_\_\_

10. Please submit the following documents with the Agreement when sending this form for review. Please check all that are required for this Agreement.  Use of Facilities Agreement  
 Addendum to Artists/Performer Contract  Certificate of Ins (RHIT name as Addl Insured)  
 None are required

11. I certify that I have read all documents being submitted and feel that this legal commitment is in the best interests of my department and the Institute.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_