

Rose-Hulman Institute of Technology Contract / Lease Review Form

Revised 8/21/2008

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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 _____

1. Purpose of contract/lease: property lease auto lease
 campus performance sports camp
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? If so, explain.

9. Are there any provisions which you feel need special attention in the review process? If so, please indicate which ones.

10. As the proponent of this contract, 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: _____

Any exhibits or other documentation should be attached to a printed copy of this form. Form should be forwarded to Dan Wells in Administrative Services, CM25.