



Union College - Pre-Signature Contract Checklist for Contract Administration and Signatory Policy

Both pages of this form must be submitted to contracts@union.edu with an electronic form of the contract when requesting a VP signature. Please allow adequate time for review prior to requesting VP signature.

Page 1 of 2

Originator of the Contract:

Person Originating the Contract for Review/Signature: _____
Department of the Originator: _____
Phone Ext. of the Originator: _____
Name of the Director of the Originator's Dept: _____
Signature of the Director of the Originator's Dept: _____

Originator Checklist:

The originating department/College employee proposing the contract is responsible for the following checklist (*prior to submitting the contract for execution*):

Contract Originator should initial each item as it is completed:

- (i) _____ complying with the College's open bid process (as applicable)
- (ii) _____ negotiating the optimal price and terms of the contract
- (iii) _____ obtaining all necessary review approvals of the designated College administrator(s) and College Counsel ... see Page 2 of this form to get signatures
- (iv) _____ providing an acknowledgement to the College official designated to execute the contract that the approval process set forth has been complied with and that there is no real or apparent conflict of interest on the part of the College employee involved in the transaction
- (v) _____ documenting the expiration date
- (vi) _____ conducting a performance evaluation to determine whether to extend and/or renegotiate the existing contract, allow the contract to expire, or formally terminate the contract



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Page 2 of 2

Reviewed by:

If Academic Affairs Contract....contract must be reviewed by Greta Donato, Director of Academic Planning & Finance (x6033):

Greta Donato Signature: _____

If Athletics Contract...contract must be reviewed by Jim McLaughlin, Athletic Department Director (x6284):

Jim McLaughlin Signature: _____

If IT/Software License is included...contract must be reviewed by Ellen Yu, Chief Information Officer (x6293):

Ellen Yu Signature: _____

If Legal needs to review... contract must be reviewed by Chuck Assini (General Counsel for Union College):

Chuck Assini Signature: _____

All other contracts must be reviewed by Lexie Bonitatibus, Director of Budgets & Risk Mgmt (x6442):

Lexie Bonitatibus Signature: _____

Please forward this completed form and the final contract to the following for Signature:

All Academic Affairs/Athletics Contracts... contract must be signed by Strom Thacker, Dean of the Faculty and Vice President for Academic Affairs

All other Union College Contracts... contracts must be signed by MaryBeth Kabalian, Interim Vice President for Administration and Finance & Controller

Please refer to the College's Contract Administration and Signatory Policy for more information