

SAMPLE ONLY
DO NOT SUBMIT FOR FINAL REVIEW


CONTRACT REVIEW FORM


Last Revised: 12/08/99

The employee initiating the contract should complete the appropriate sections of this form, and send it with the contract to the appropriate contract review officer for processing (see reverse side for the location of contract review officers). To the extent the initiating employee does not understand the proposed contract, or is uncomfortable with any of its provisions, he or she should not that information on the Contract Review Form or attach an explanatory memo.


Certificate of University Employee Initiating Contract

Parties to the Contract: UNM (Landlord) & Bank of Central America (Tenant) **1** 


Date: November 24, 2003 **2** 

Short Description:
Lease agreement for locating an ATM in the UNM Student Union Building (SUB) Bldg. 60 **3** 

Contract Term: 5/1/1999 – 4/30/2000 **4**  Amount: \$650.00/month (Revenue) **5** 


Except as indicated in any attached memorandum: I have read this contract entirely, understand all its provisions, believe that it meets programmatic and UNM mission requirements, believe that it represents a good deal for the University, and take responsibility for complying with the terms of the contract. The document is internally consistent and clear. I am also satisfied with the description of the University's obligations and with the description of any goods or services to be provided by or to the University. Any risk management concerns have been reasonably addressed. A memorandum **6**  is is not attached. To the extent the contract requires an outlay of funds, the funds are available. I either have the authority to obligate the funds or have attached approval from someone who does.

Compliance with this contract will require the cooperation of, or otherwise impact on, the following departments or positions:

7  _____ / _____ / _____
Date/Signature/Position

Dean (Academic) or Director (Staff) Certificate (if above party is not a Dean or Director)

I concur with the above certification.

8  _____ / _____
Date/Signature

Contract Review Officer Review by University Counsel

I have reviewed this contract and it does not contain any legally prohibited provisions, includes all legally or administratively required provisions, is basically consistent and clear, and is not otherwise objectionable on legal or administrative grounds, to the best of my knowledge and abilities. I have indicated below any other reviews necessary prior to execution of this contract.

_____ / _____ / University Counsel
Date/Signature/Position

_____ Recommend Additional Review (see page 2)

_____ **By: Controller**

The contract is reviewed to ensure it complies with generally accepted accounting principles; will not result in unallowable expenditures under federal and state regulations or University policy; and is not otherwise unallowable with respect to fund group, account number, or other existing Controller's or Budget expenditure or receipt requirements.

Review Performed By:

Signature/Date

Comments:

Other Reviews Recommended:

_____ By: Real Estate Director (Kim D. Murphy)

Review Performed By:

Signature/Date

Comments:

_____ By: Director of Purchasing & Material Management (Bruce Cherrin)

Review Performed by:

Signature/Date

Comments:

There are contract review officers for various areas of specialty within the University. If the initiating department does not have a designated contract review officer, the contract may be sent to any of the contract review officers listed below.

Location	Types of Contracts Reviewed
Purchasing	Contracts for the purchase of goods/services
Office of Research Services	Sponsored project contracts for main campus
Faculty Contracts Office	Faculty contracts
University Counsel's Office	All contracts
Health Sciences Center Counsel's Office/Risk Management Office	All Health Sciences Center contracts

Comments may be sent to UBPPM@UNM.edu
<http://www.unm.edu/~ubppm>