

Contract Checklist

The following checklist is meant to assist anyone who is sponsoring a University contract complete the appropriate steps. (Note: Instead of just checking each box, you may wish to date each checkmark too.) If you have any questions, please contact the Office of Legal Affairs at x9-4333 or legalaffairs@udayton.edu.

- If the contract needs to be drafted from scratch, contact Legal Affairs with plenty of advance notice.
 - If the other party provided a draft contract, and it touches on an issue or subject matter that should be reviewed by Legal Affairs, contact Legal Affairs. Check the list at www.udayton.edu/legalaffairs/contract-guidance-and-review/recommended-legal-review.php. If in doubt, ask Legal Affairs.
 - If the other party provided a draft contract, read the contract with the following questions in mind:
 - Does it reflect “the deal” fully and accurately?
 - Is it a good business decision for the University?
 - Is it balanced and fair?
 - Does it contain the recommended contract terms?
 - What about undesirable terms?
- Consult Contract Basics or the Contract Negotiations 101 training for guidance on these items, both of which are available online at www.udayton.edu/legalaffairs/contract-guidance-and-review/index.php*
- Depending on the contract, you may also need to consult with:
 - Purchasing
 - UDiT (software)
 - Facilities Management (construction)
 - EHS/RM (insurance)
 - Human Resources (employment-related arrangements; non-employees who require building or system access; etc.)
 - Determine who has signature authority to sign the contract; Legal Affairs can assist you in identifying the correct person. Be sure to brief that person.
 - Once the contract is fully executed, retain the original for your files and send a copy to Legal Affairs at legalaffairs@udayton.edu or CAMPUS MAIL +1660.
 - Once the contract is in place, manage the obligations under the contract. That is, be sure the University performs its obligations, provides timely notices, etc., and that the other side does as well.