

MILWAUKEE AREA TECHNICAL COLLEGE
Contract Processing and Legal Review Form Instructions

1. This form must be used and accompany all written agreements between the College and any third party (e.g. contracts, agreements, memoranda of understanding, commitment letters or other written instruments) that may legally obligate the College to pay money, take action or refrain from taking action. This form is not necessary where MATC Standard Form Agreements are being used.
2. All written agreements of One Thousand Dollars (\$1,000.00) or more must be signed by MATC's Chief Financial Officer
3. All contracts must be in the name of MATC and not in the name of individual departments or employees.
4. The person initiating the request for contract approval should complete the form to the best of his or her ability. The applicable Dean, Vice-President or respective designee must sign the Approval Form before submission to the Office of General Counsel.
5. The person who signs the contract shall return the contract to the initiator unless instructed otherwise. The initiator is responsible for obtaining a signed contract from the third party and maintaining a fully signed file copy in the indicated location. Maintaining a file copy is very important in case of later questions or disputes.
6. The Office of the General Counsel is available to all College personnel for assistance with contract preparation and review.
7. Make every effort to submit a completed form at least **two weeks** prior to the date the completed legal review by the Office of General Counsel is needed.

Route this completed form with the contract, all exhibits, attachments, and prior agreements, if any, to the Office of the General Counsel for review. The Office of the General Counsel is available to assist with any question regarding this form.

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Person and Department Initiating Request for Approval:

Name of External Party(s) to Contract and Key Contact information:

Please describe in detail the purposes of this contract. Include, for example, length of contract, what are the products or services being bought or sold, payment terms, etc. **(include typed attachments as necessary)**:

Is this an Amendment , Extension or Renewal of a Prior Agreement ?:

I have reviewed the proposed contract. It correctly states the desired business terms and includes all referenced exhibits, attachments and prior agreements, if any, between the parties. I have obtained all necessary project approvals and additional signatures below, if any, from the appropriate persons prior to forwarding the contract and this form. Please note that turnaround time to final approval is normally not less than **two weeks**.

Signature of Initiator

Request approved by Dean or Vice President if such person is not the initiator:

Dean or Vice President

Reviewed as to legal provisions:

Office of General Counsel