This form must be completed and submitted with every contract. Contracts submitted to Purchasing without this form will be returned.

Today's Date: ____________

Type of Contract Submitted:

☐ Barnard Template    ☐ Barnard Template with Changes    ☐ Vendor Contract

College Department/Office Initiating Contract: ________________________________

College Representative Responsible for Contract ("Contract Initiator"):

Name: _______________________________ Title: _______________________________

Phone Number: ________________________ Email address: _______________________

Description of Contract (what is the purpose of proposed contract?):

__________________________________________________________________________

__________________________________________________________________________

Contractor/Vendor/Other Party: ________________________________

Name and Title of Contact Person: ________________________________

Phone Number: ________________________ Email address: _______________________

How did you choose this vendor? _____________________________________________

Has Barnard College entered into a similar contract with this vendor before? ___ Yes _____ No
If yes, attach a copy of the previous contract. If this is a renewal, extension or amendment to a contract, attach the underlying contract and any previous renewals or amendments etc.

Terms of the Contract:

Commencement Date: ______________   Expiration Date: ______________

Renewal Terms (if any): ______________

Total Cost of Contract: ______________ Account to be used: ______________

Deadline (date by which contract needs to be reviewed): _________________________

Please afford a minimum of ten (10) business days for review. If review of this contract is urgent, please provide information, including deadlines and special circumstances, regarding the urgency sufficient to justify prioritizing review of this contract over other contracts.

Special Circumstances: ________________________________
Reviews/Approvals

Please send this form and all related documents (including the related purchase requisition) to the Purchasing Department. The Purchasing Department will process and review the documents and then forward to the office of the General Counsel for review.

Vendor Name____________________________ Contract Date___________ Dept. Name_________________________

Type of Contract Submitted:  □ Barnard Template   □ Barnard Template with Changes   □ Vendor Contract

Reviewed by:

Contract Initiator

Initials ___________________________ Date ____________

Department Chair/Dean/Vice-President

Initials ___________________________ Date ____________

Director of Business Operations

Initials ___________________________ Date ____________

Review by the following will be on an as needed basis as determined by the Director of Purchasing and the General Counsel:

General Counsel  □ Necessary

Initials ___________________________ Date ____________

VP for Campus Services  □ Necessary

Initials ___________________________ Date ____________

Director for Budget & Planning  □ Necessary

Initials ___________________________ Date ____________

VP for Finance  □ Necessary

Initials ___________________________ Date ____________

BCIT  □ Necessary

Initials ___________________________ Date ____________

Chief Operating Officer  □ Necessary

Initials ___________________________ Date ____________

President  □ Necessary

Initials ___________________________ Date ____________

Please Note: The Office of the General Counsel will review the contract as to form and legality. The department or office initiating the contract is responsible for reviewing the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy your business needs.