

Request for Contract Review Form

Use this form if you require legal review of a contract involving the University. Please refer to the University's Retention of External Legal Counsel Procedure for a [list of the positions authorized to contact the Office of General Counsel for a contract review](#). For further information on the contract review process, as well as relevant University policies and procedures, please refer to the Office of General Counsel website at: <https://www.ualberta.ca/general-counsel/resources>

Please contact Supply Management Services first for all contracts involving the purchase of goods or services. If your agreement relates to a research grant or research investigation, please contact the Research Services Office for assistance.

You are responsible for contacting any other units (e.g. Risk Management, Information and Privacy, etc.) that may need to review your contract.

Contact Information

Name: _____

Department/Faculty/Unit: _____

Position: _____

Phone #: _____ Email: _____

Contract Details

- Below or by email, please provide a brief description of the purpose and main elements of the contract (value, length, parties, etc.) as well as any relevant background information:

- Please provide details of any relevant timelines (note that we request as much notice as possible and we may not be able to meet your timing expectations if we are not given sufficient notice):

- Please provide a copy of the contract and any relevant supporting documentation, as well as a copy of the [Cover Sheet and Signing Page](#) for your agreement.

For Office of General Counsel Use Only

Date Received: _____ Responsible lawyer: _____

Date of Initial comments: _____ Date of final comments: _____

Date contract signed (if known): _____