

# REQUEST TO REVIEW Legal Agreement By the Office of Legal Advisor

FROM:

DEPARTMENT AND CONTACT INFORMATION:

DATE SUBMITTED:

REQUESTING REVIEW OF:

Memorandum of Understanding (no money involved; any party)

Memorandum of Agreement (money to be exchanged; with government agency)

Grant

Purchase Agreement (Product or Services under \$10k)

BEDF agreement

Phone

E-mail

ANTICIPATED TERM OF AGREEMENT:

Start Date:

End Date:

Vendor / Outside Party to Agreement:

Vendor Contact Info (Name and Phone or Email)

Is this a new agreement ?

- Yes
- No

If money is being exchanged, has this been reviewed with the Business Office?

- Yes
- No

Have you consulted with the Office of Research/Assessment/ Evaluation regarding issues with gathering of student data?

- Yes
- No

Does this agreement require a separate Non-Disclosure Agreement?

- Yes
- No

Background of agreement: Please provide a brief synopsis below of the description of how this agreement came about, prior agreements (please attach) and the necessity of this agreement:

*\*Please allow at least 2 weeks advance notice to the Office of Legal Advisor to conduct internal review and negotiations over terms with vendor's legal counsel if necessary.\**