**Community College of Philadelphia**

**Contract Review Form**

**(For Internal Use Only)**

**This Contract Review Form must be completed and attached to any contract submitted for authorized signature by the President or his/her designee. Any originating employee and the Vice President of the Division originating the contract for signature should read and review the business terms of the contract with due care and verify that they accurately reflect the terms negotiated between the parties.**

**Reviewed and Recommended By:**

Originating Employee (print) Signature

Department/Division Email Address/Extension

Originating Employee Comments (must include purpose of the contract, dollar amount, and term of contract): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed and Recommended By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Originating Division (print) Signature Date

\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CIO or Designee (print)\* Signature Date

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President of Division of Business Signature Date

and Finance or Designee\*\*  
(print)

**Reviewed as to Form and Legality By:**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Counsel/Assistant General Counsel Signature Date

(print)

Approved By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
President (or VP Designee) Signature Date

(Print)

\*May note “not applicable” if the agreement does not involve software or information technology.   
\*\* May note “not applicable” if the agreement does not involve the purchase of goods or services over $5000.

THIS SIGNATURE FORM SHOULD BE RETURNED TO THE ORIGINATING DIVISION AND RETAINED WITH THE FULLY EXECUTED VERSION OF THE CONTRACT.