

**Step 1. Origination of Contract/Agreement/Proposal**

Originator and Department: \_\_\_\_\_

Date Sent for Review: \_\_\_\_\_ Title of Document: \_\_\_\_\_

Brief Description of Purpose of Contract (what is purpose for DSU?):

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

**Step 2. Legal Content Review**

Reviewer: Thomas P. Preston, General Counsel

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_

Comments: \_\_\_\_\_

**Step 3. Procurement Compliance Review**

Reviewer: \_\_\_\_\_, Director of Purchasing

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_

Comments: \_\_\_\_\_

**Step 4. Finance and Administration Review**

Reviewer: Teresa Hardee, Vice President for Finance & Administration

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_

Comments: \_\_\_\_\_

**Step 5. Provost Approval (if required)**

Reviewer: Alton Thompson, Provost

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_

Comments: \_\_\_\_\_

**Step 6. Presidential Approval (if required)**

Reviewer: Harry L. Williams, President

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_

Comments: \_\_\_\_\_