UNIVERSITY OF NORTH CAROLINA PEMBROKE
Department Contract Review Checklist

UNCP Department Entering Into Contract: _____

Name of UNCP Department Contact: _____

Date of Review: _____

The Purchasing Office and The Office of the General Counsel (OGC) at University of North Carolina Pembroke have prepared this checklist to assist the Departments in the review of contracts for the purchase of goods or services. This checklist is based on contracting guidelines from the North Carolina Attorney General's Office, the rules and policies of the State of North Carolina, and University of North Carolina Pembroke.

1. **Name of Parties**
   a. Does the University name and/or specific department name (if any) appear correctly on the contract?
      ☐ Yes

      ☐ No (If no, change the University's name to **University of North Carolina Pembroke** and make sure the contract classifies the University as a "North Carolina government entity." If for a specific department, use the following legal name for the University: **University of North Carolina Pembroke, for its _____.**
      (e.g., University of North Carolina Pembroke, for its Office of Academic Affairs).
   b. Vendor IS NOT on the NC Department of Administration list of debarred vendors or the NC Department of State Treasurer Final Divestment List—Iran.
      ☐ Yes

      ☐ No (If vendor appears on either list, the University cannot enter into the contract with the vendor).

2. **Price and Payment Terms**
   a. Does the contract name a price?
      ☐ Yes
      ☐ No (If no, modify or add to the contract.)
   b. Is the contract price consistent on all documents relating to the contract, including any attachments?
      ☐ Yes
      ☐ No (If no, modify the contract in order to reflect the accurate price for goods or services.)
   c. Are payment terms at least NET 30 days upon receipt and approval of invoice?
      ☐ Yes

      ☐ No (If the payments terms are not at least NET 30 days upon receipt and approval of invoice, please negotiate for payment term that is acceptable to the Department. If unsuccessful, seek advice from the Purchasing Office.)
   d. Does the contract clearly establish time, place, and method of payment?
      ☐ Yes
      ☐ No (Please include a clause establishing, time, place and method of payment.)

3. **Scope of Work (*If no to any of these questions, work with the Purchasing Office to modify.*)**
   a. Does the SOW clearly describe the work the contractor will perform for UNCP?
      ☐ Yes
      ☐ No (If no, modify or add to the contract.)
   b. Does the SOW clearly state the deliverables that the contractor will provide to UNCP at completion?
      ☐ Yes
      ☐ No (If no, modify or add to contract.)
   c. Does the SOW clearly state the date(s) by which deliverables are due and work to be completed by contractor?
      ☐ Yes
      ☐ No (If no, modify or add to contract.)
   d. Does the SOW clearly indicate whether or not the contractor will require any UNCP resources to complete the work?
      ☐ Yes
      ☐ No (If no, modify or add to contract.)

4. **Attachments**
   a. Is the contract document complete, with no blanks present in the document (except for the effective date on page 1)?
      ☐ Yes
      ☐ No (Stop and review with Purchasing Office to complete missing information in contract document.)
   b. Are all attachments or documents referenced in the contract AND attached AND properly labeled?
      ☐ Yes
      ☐ No (Stop and review with Purchasing Office until ALL documents are obtained AND attached AND labeled.)

5. **Prohibited or Risky Contract Clauses.**
   a. Attach UNIVERSITY OF NORTH CAROLINA PEMBROKE DEPARTMENT CONTRACT REVIEW CHECKLIST.
   b. Attach CONTRACT ADVISORY – *if contract contains normally unacceptable provisions*

6. **Signatures**. Refer to POL 01.15.01 – Delegation of Signatory Authority for University Contracts, to ensure contract is properly executed

7. **Purchasing Office Review**
   a. **Other Comments/Concerns** Are there other comments/concerns to flag for further review?
      _____
      _____

Contract is ☐ **APPROVED BY PURCHASING** ☐ **NOT APPROVED BY PURCHASING**
      Contract cannot be approved by Purchasing if Department Contract Review Checklist and Contract Advisory are not attached, or if Purchasing notes any concerns in Section 7 above.

      If NOT APPROVED, indicate reasons why Purchasing cannot approve the contract at this time:
      _____
      _____