

Below is a checklist of the procedure to follow when submitting contracts for review.

A. PREPARE THE CONTRACT FOR REVIEW

1. **Have you read through the entire contract from beginning to end?**
 - Please fill in or delete (whichever is appropriate) any “blanks” or missing information.
 - Please correct any information as needed, including typos and other minor errors.
2. **Are the names of the parties listed correctly?**
 - Somewhere near the top of the contract, both parties should be identified.
 - List Stonehill as: “Stonehill College, Inc., of 320 Washington Street, Easton, MA 02357”.
 - Be sure that the proper legal name and address for other party is provided as well.
3. **Does the contract have an end date?**
 - Every contract needs a “term” that states when the contract will expire.
 - 1 to 3 year term is typical, and we generally don’t want a term of more than 5 years.
 - The term may automatically renew every year unless one of the parties opts not to renew.
4. **Are the signature lines correct?**
 - **ONLY A DIVISION HEAD MAY SIGN A CONTRACT.**
 - Your division head may sign contracts that are for a term of 1 year or less, and under \$50,000.
 - The VP for Finance must sign if the agreement is for longer than 1 year or over \$50,000.
5. **Are the business terms accurate and complete?**
 - We cannot review or approve any contract if the business terms are incomplete.
 - Fill in all information with assistance from your contact at the company.
 - Revise the contract (with help from your contact) if the terms of the contract do not match your understanding of the business terms.

B. SUBMIT THE CONTRACT FOR REVIEW

1. Get approval from your division head before submitting it to the General Counsel’s office.
2. Use the on-line submission form (found on the General Counsel’s web page).
3. Fill in all the information on the form.
4. Upload the contract (in Word, if possible) and any related documents.

C. SEND OUR COMMENTS TO YOUR CONTACT AT THE COMPANY

1. We will send you an email saying that the contract is approved or listing needed changes.
2. If the contract is approved, skip to section D below.
3. If changes are needed, you can forward our email to your contact.
4. If the company makes our changes, then you can execute the contract.
5. If the company does not agree to the changes, we will negotiate directly with them.
6. Once we settle on a final form of the contract, we will forward it to you for execution.

D. ARRANGE TO HAVE THE CONTRACT EXECUTED

1. Contracts are generally signed and exchanged by e-mail/pdf.
2. See section A(4) above for guidance on who should sign the contract.

E. EMAIL THE GENERAL COUNSEL’S OFFICE A FULLY EXECUTED COPY

Once you have the contract signed by **both** parties, send a pdf of it to the General Counsel’s office.