

Please follow the contract approval process outlined below.

A. PREPARE THE CONTRACT FOR REVIEW

1. **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. **List the party names 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. **Check when the term of the contract will end**
 - Every contract needs a “term” that states when the contract will start and end.
 - 1 to 3 year term is typical, and we generally don’t want a term of more than 5 years.
4. **Make sure the signature lines are correct**
 - Your division head may sign a contract if it is only for 1 year and less than \$25,000.
 - VP for Finance (Jeanne Finlayson) must sign contracts that are over 1 year or \$25,000.
 - Your division head may sign in addition to Jeanne, but it is not legally required.
 - 1 year contracts that allow for *automatic renewal* require Jeanne’s signature.
5. **Make sure the business terms are complete and accurate**
 - 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.
 - Change any language that does not match the agreed upon business terms.

B. SUBMIT THE CONTRACT FOR REVIEW

- Your division head must approve the contract before you submit it to us for review.
- Use the on-line submission form (found on the General Counsel’s web page).
- Fill in all the information on the form.
- Upload the contract (in Word, if possible) and any related documents.

C. SEND OUR COMMENTS TO YOUR CONTACT AT THE COMPANY

- We will send you an email saying that the contract is approved or listing needed changes.
- If the contract is approved, you can arrange to have the contract executed.
- If changes are needed, you can forward our email to your contact.
- If the company makes the changes we asked for, then you can execute the contract.
- If the company does not agree to the changes, Tom Flynn or Ameer Synnott can negotiate directly with your contact person.
- 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

- Contracts are generally signed and exchanged by e-mail/pdf.
- Have the contract signed by your division head or Jeanne Finlayson (see A.4 above).
- To submit a contract for Jeanne’s signature, send it to her via email and state whether the General Counsel’s office has approved it. She will send you a pdf of the signed agreement.
- Arrange for the other party to also sign the agreement.

E. EMAIL LYNNE THOMAS A FULLY EXECUTED COPY

Send a pdf of the contract signed by **both** parties to Lynne Thomas at lthomas@stonehill.edu.