

**University  
Alys Stephens Center  
Contract/Agreement Review Routing**

**Contract Between:**

UAB Org. Num. /Department: \_\_\_\_\_  
& Outside Party: \_\_\_\_\_

**Date of Submission for Review:** \_\_\_\_\_

**Amendment/Addendum Yes or No? If Yes: Original Document Number** \_\_\_\_\_

**Contract Summary:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Once you have reviewed the attached agreement, please initial and date.  
Please forward the agreement to the NEXT office marked on the list.**

**Initials    Date**

\_\_\_\_\_  
\_\_\_\_\_  
(Alys Stephens Center Director or Designated Representative)

\_\_\_\_\_  
\_\_\_\_\_ Joan S. Davis, Director of Financial Affairs for Development, Alumni, and External Relations,  
AB 1264, 0112

Contract Originator: \_\_\_\_\_  
Department: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Return Executed Agreement**

To: \_\_\_\_\_  
Department: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The University Contracts Office will coordinate the central review process including: Legal, Financial, Risk Management, Real Estate, Provost, and other Special reviews as necessary.