

**University  
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**

\_\_\_\_\_ \_\_\_\_\_  
(Division/Department/Center Director or Designated Representative)

\_\_\_\_\_ \_\_\_\_\_  
School Dean (or Designated Representative) / Athletic Director

\_\_\_\_\_ \_\_\_\_\_ University Contracts Office, Financial Affairs, AB 921, zip 0106

**Return Executed Agreement**

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

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.