

**Checklist: Contracts valued under \$75,000**

This Checklist is intended to assist departments in the review and submission of vendor contracts valued at less than \$75,000 per the University Contract Review Policy.

This Checklist outlines the required contract documentation as well as key things to review, evaluate and revise as needed in vendor contracts. This checklist is not all-inclusive and departments are advised to carefully review vendor contracts in their entirety before submitting them to Purchasing Services. Additionally, Departments must review, negotiate with vendor and revise business and operational provisions, terms and conditions within the contract, as needed, in order to appropriately reflect the business arrangement reached with the vendor.

- Appropriate, completed contract intake form
  - Necessary approvals obtained on the contract intake form (i.e. DoIT, EH&S, or ORED) (if applicable)
  - Requisition number (if applicable)
  - Contract value under \$75,000
  - Appropriate Supplemental Addendum\*, with correct FIU signatory listed is attached to contract
- \* Departments cannot revise the Supplemental Addendum in any way. If a vendor is requesting changes to this document the Department must contact Purchasing Services for assistance.
- Correct FIU contracting name
  - Supplemental addendum clause within contract
  - Referenced documents/exhibits/attachments are included (if applicable)
  - Name and title of appropriate FIU signatory on all documents that require signature
  - Business and operational terms have been reviewed and revised as needed
  - Request for initials within the document where changes made

Once the contract documents are complete, please submit to Purchasing Services via email at [contracts@fiu.edu](mailto:contracts@fiu.edu). Purchasing Services will spot check, obtain both parties signatures and distribute executed copies with any applicable purchase orders.