

PCM Contact Analyst SharePoint Contracts Agreement Review Checklist

The target timeline for approval is three business days.

- ☐ APR form approved as applicable.
- ☐ Scope of work has been approved by EDO.
- ☐ Correct version of scope of work is attached and all pages are present.
- ☐ Procurement approved as applicable.
- ☐ Commodity code is correct (99999 for grants; specific code for procurement contracts). Do not use 99999 for procurement contracts.
- ☐ Contract/grant/public entity/MOU agreement designation correct (this affects signatures on the agreement; grant, public entity, & MOU agreements do not go to State Purchasing for signatures).
- ☐ Subrecipient block of information and subrecipient language is only used for subrecipient agreements.
- ☐ Agreement start and end dates are correct.
- ☐ Vendor name is correct.
- ☐ Check for typos/grammar issues on the cover page & ensure accuracy and consistency of cover page information.
- ☐ Correct terms and conditions attached and all pages are present.
 - Subrecipient agreements should use Subrecipient Terms.
 - Procurement contracts without IT should use General Provisions.
 - Procurement contracts with IT should use General Provisions and the DTS Attachment B. These terms must be manually added.
 - Public entity contracts should use Public Entity Terms.
 - State funded grants should use the State Funds Grants Terms.
 - Agreements with the U of U Office of Sponsored Projects should use negotiated terms. These terms must be manually added.
 - Federally funded agreements with public entities that are not subrecipient agreements should use the Public Entity Non-Subrecipient Grant terms. These terms must be manually added.
 - Negotiated terms must be manually added.
 - Agreements with an LHD that does not have a current MOU in place must have terms manually added.