



Contract Review Form

The purpose of the Contract Review Form is to create a complete electronic document file for University Contract records and communication. This form is to be completed and included with all contracts, renewals, and related documents. If you have any questions about this form, please contact the Purchasing & Contracts Department by email to: contracts@pace.edu, or via phone at ext. 22642.

Vendor/Unit Contact Section

The information in the Vendor/Unit Contact Section is required for all contracts and renewals.

Vendor Legal Name:

(Please type the complete legal name of the contract vendor.)

Vendor Legal Address:

(Please type the complete legal address of the contract vendor: street, city, state and zip code.)

Vendor Contact Person:

(Complete name of the contract vendor contact person)

Vendor Contact Phone:

(contract vendor phone number – with area code.)

Vendor Contact E-Mail:

(contract vendor email address.)

Vendor Contact Fax #:

(contract vendor fax number – with area code.)

Contract Title:

(Please type the complete contract title)

Contract Type

(Please select from the drop-down list.)

Originating Unit:

(Please select from the drop-down list.)

Originating Representative:

(Please type the complete name of the Pace representative primarily responsible for this contract.)

Originating Unit Comments:

(Please type additional comments.)

