

Contract/Lease Coversheet

(Non-Research Contracts Only – Excluding Research)

CMS Contract Number

CONTRACT/LEASE/AGREEMENT INFORMATION

Title of Contract/Lease/Agreement							
Other Parties							
Start Date		End Date		Renewal Date			
Contract Value <i>(value of contract up till End Date)</i>		\$		Contract Risk Status		Low Risk <input type="checkbox"/>	High Risk <input type="checkbox"/>
Massey Template Used		Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Legal Opinion Received		Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Tenders Board Approval		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date		Not Applicable <input type="checkbox"/>	

CONTRACT MANAGER SIGN OFF

I certify this contract is in order to be signed and that arrangements are in place for the University's obligations and commitments under the contract to be managed.

Name		Title	
Signature		Date	

PRE- SIGNATORY REVIEWERS *(as per Section 2 Contract Delegations, Delegations of Authority Document)*

Name		Title	
Signature		Date	

COMMENTS

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TO BE COMPLETED BY PERSON WHO LOADS THE CONTRACT

Check contract received is in order	<input type="checkbox"/>
Check CMS record is created and complete	<input type="checkbox"/>
Check contract in DMS, matches physical contract linked to CMS	<input type="checkbox"/>

TO BE COMPLETED BY IRM UNIT

Contract received from Risk Management & Stored	<input type="checkbox"/>
Offsite Storage process completed	<input type="checkbox"/>
All databases updated (i.e RecordPoint, Safe Records, FileCM)	<input type="checkbox"/>

FILE AND BOX BARCODE

NOTES

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1. Attach the Coversheet to the Original Contract and send by internal mail to: **Risk Management Office – PN124**
2. Email a PDF copy to riskmanagement@massey.ac.nz to advise the contract is on its way
3. Questions?? Please contact riskmanagement@massey.ac.nz