Contract Checklist

1. Does the contract properly identify GGC?
   
   Our legal name is The Board of Regents of the University System of Georgia by and on behalf of Georgia Gwinnett College.

2. Does the contract meet all of your needs?

   Please read your contract. The Office of Legal Affairs (OLA) reviews contracts to be sure they are in compliance with GA laws. We don’t know what your needs are and we assume that what you want is included in the contract.

3. Are the effective dates properly identified?

   There must be a term listed for the contract. The term should list an effective date and a termination date. Yearlong contracts should run concurrent with GGC’s fiscal year.

4. Does the contract have signature lines for all individuals who need to sign the contract?

   The contract needs to have the person or persons listed who have signature authority for GGC. In most cases, the Director of Purchasing should be listed. If you are unsure who should sign your contract, please contact contracts@ggc.edu.

5. Does your contract involve the physical performance of services with a cost $2,500 or more? If so, an e-verify is required.

   Please contact Purchasing regarding the e-verify.

6. Does the contract have the routing form attached? Please use the proper routing form for your area.

   Refer to the contract routing tip sheet for guidance on how to fill out the form and GGC’s routing process.

7. Does the contract have the appropriate language, some of which may need modification or deletion, for the following:
   
   a. 30 days for payments
   b. Finance charges and/or payment penalties
   c. Liability
   d. Indemnification
   e. Attorney fees and/or court costs and/or litigation expenses
   f. Insurance
   g. Termination Clauses
   h. Breach of Contract Clauses
i. Any state laws other than Georgia governing the contract
j. Binding arbitration or mediation laws
k. Other

8. Have all levels described in the administrative review signed the routing form and/or signed the contract?

You must have the proper signatures on your routing form and your contract. Any questions regarding this should be directed to contracts@ggc.edu.