

Contract Checklist

1. Do you have the funds and your manager's approval for the contract?

Be sure you have the money in your budget and that you have received your manager's approval to move forward with a contract.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

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 approved the contract in CobbleStone?
- You must have the proper approvals in CobbleStone for your contract to move forward and receive signature. The workflows are preset in CobbleStone. Any questions regarding this should be directed to contracts@ggc.edu.**
9. Has your contract been signed by the Director of Purchasing and the counter-party?
- Please be sure you have a fully executed contract uploaded to your record in CobbleStone and the contract is active. Instructions for CobbleStone can be found on the OLA website www.ggc.edu/contracts or in the resource library in the CobbleStone system.**