COLLEGE OF THE REDWOODS

BUSINESS OFFICE — CONTRACT CHECKLIST

Contract/Agreement: _____
Vendor/Contractor: _____
Department: _____
Start Date: _____ **End Date:** _____

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1. CONTRACT DOCUMENT REVIEW

Contract Template & Approval

☐ District-approved contract template used
☐ If not, reviewed by Legal Counsel: ☐ Yes ☐ No

Contract Terms

☐ Scope of Work (clearly defined)
☐ Compensation terms (clearly stated)
☐ Contract term dates (clearly stated)
☐ If applicable, term does not extend beyond grant funding
☐ Budget available and verified
☐ Notices section completed and accurate

Required Attachments

☐ Attachment A – Scope of Services completed
☐ Attachment B – Compensation completed
☐ Attachment C – Mission/Goals completed

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2. INSURANCE & RISK MANAGEMENT REVIEW

Certificate of Insurance (COI)

☐ Current COI on file
Effective Date: _____ **Expiration Date:** _____

☐ Coverage meets District minimum requirements
☐ Coverage spans the full contract term
☐ College of the Redwoods listed as Certificate Holder

Required Coverage

☐ General Liability
☐ Workers' Compensation
☐ Professional Liability — if applicable
☐ Auto Liability — if applicable

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3. FINAL PRE-EXECUTION VERIFICATION

☐ All required Vendor and District signatures obtained
☐ No work commenced prior to full contract execution
☐ Contract fully executed before start date
☐ Contract fully executed before requisition is entered
☐ Fully executed contract emailed to **contracts@redwoods.edu**

FINAL REVIEW

Reviewed By: _____ Date: _____

☐ **READY FOR PROCESSING**

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Business Office ONLY

Contract #: _____

☐ **ADDITIONAL INFORMATION/DOCUMENTATION REQUIRED**

Notes:
