

**CONTRACT COVERSHEET
LEGAL OFFICE INTAKE FORM**

[This form must be attached to or transmitted with any contract or agreement, no matter how named, with an outside vendor that requires legal review/approval; however, it is NOT required for contracts with other governmental entities, internship or clinical agreements, or gift agreements.]

While negotiating with a vendor or vendor's representative regarding a contract, you should inform them that, as a state institution, JSU will **not** agree to: ([see Additional Terms form here](#))

- another jurisdiction's laws governing the interpretation or application of the contract.
- to litigate any dispute in any forum other than the state courts of Calhoun County, Alabama, or the United States District Court of the Northern District of Alabama, if applicable.
- submit arbitration of any contract or provision.
- indemnify any other party to the contract or agreement.
- any terms and conditions in a hyperlink or web-based link and not physically attached to the contract.
- auto-renewal or price increase terms.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Name and contact information for JSU party submitting contract:

Name: _____

Contact Information: _____

2. Have you read the PowerPoint contract tutorial ([link to site](#))? Yes No

3. Other party to the proposed contract: _____

4. Who drafted the contract?: Vendor JSU Legal Other: _____

5. Is this a new contract, a renewal or modification of a previous contract?

New

Modification

Renewal

6. Dollar amount of contract: \$ _____

7. Proposed contract term: _____ Does it provide for renewal: Yes No

8. Was the contract bid? Yes No Not required Why? _____

9. Name of JSU employee who will have the responsibility of monitoring performance of the contract by its terms. _____

COMMENTS: _____

