**BSU CONTRACT REVIEW SHEET**

***- A completed Contract Review Sheet must be presented to the Contract Signatory prior to contract signature -***

| **Customer:** | [NAME OF CONTRACT COUNTER-PARTY] | **Contract Scope:** | [BRIEF DESCRIPTION OF CONTRACT PURPOSE] |
| --- | --- | --- | --- |
| **Contract Lead:** | [NAME OF BSU CONTACT LEADING CONTRACT] | **Date:** | [REVIEW COMPLETED] |

**TABLE 1 - Initial Review:**

| **REVIEWER TO COMPLETE** | | | | | | | | **CONTRACT SIGNATORY TO COMPLETE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM** | **DATE** | **COMMENTS** | **RISKS IDENTIFIED** | | | **SIGNIFICANT RISK?**  ***i.e. could cause serious detriment to BSU*** | **OUTCOME OF SIGNIFICANT RISK REFERRAL** | **RISK ACCEPTED?** |
| [**INSERT TEAM**]:  [**NAME**] |  |  | **Clause:**  **Title:**  **Impact:**  **Risk:**  **Mitigation:** |  | | Yes  No  If **yes**, state BSU Team / Committee for referral:  If **no**, state why: |  | **Yes**  **No**    **If no, details of further action required prior to contract signature:** |
| **[ADD FURTHER BOXES AS REQUIRED]** | | | | |  | | | |

**TABLE 2 - Final Review:**

| **REVIEWER TO COMPLETE** | | | | | | | **CONTRACT SIGNATORY TO COMPLETE** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TEAM** | **DATE** | **COMMENTS** | **RISKS IDENTIFIED** | | **SIGNIFICANT RISK?**  ***i.e. could cause serious detriment to BSU*** | **OUTCOME OF SIGNIFICANT RISK REFERRAL** | **RISK ACCEPTED?** |
| **Legal:** [**NAME**] |  |  | **Clause:**  **Title:**  **Impact:**  **Risk:**  **Mitigation:** |  | Yes  No  If **yes**, state BSU Team / Committee for referral:  If **no**, state why: |  | **Yes**  **No**  **If no, details of further action required prior to contract signature:** |

**[ADD FURTHER BOXES AS REQUIRED]**

Signed: ………………………………………………………..

[CONTRACT SIGNATORY]