**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[x] 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]