Grouping contracts into categories may help the Purchasing and Contract Services identify opportunities for developing contract templates and potential delegations of contract signature authority. The “Contract Category” line has been added to the Contract Review Form for this purpose.

When preparing a Contract Review Form, contract Originators and Financial Officers may select a category from the following list. Please select the category that best describes the contract. Select “Other” if none of the listed categories are a good description of the contract.

**Current Categories**

Advertising
Internship Affiliation Agreement
Catering, Lodging, or Meeting Space
Equipment Maintenance
Equipment Rental or Lease
Office Equipment Maintenance
Purchase Quote, Order, or Invoice
Software License
Transportation
Vendor Application
Other
USU Template – Facility Use Agreement
USU Template – General Contract for Goods or Services
USU Template – Standard Engagement
USU Template - Other