

Appendix 4 – Checklist for Secondary Budget Holder

(required for contracts if value less than £10K and duration of 12 months or less)

Parties: ROBERT GORDON UNIVERSITY

and _____

Commencement Date: _____

Duration / Term: _____

Goods/Services/Works to be Provided: _____

Value: _____

Financial Provisions:
Source of Funding _____

Payment Terms _____

Monitoring and Review Arrangements: _____

Please confirm that the procurement policy has been applied

Note – by signing this form you are confirming that you are content with all aspects of the contract, including the following:

The Scope of the Contract Does the contract cover everything that you want it to – is it detailed enough and clear enough? If you are in doubt contact the University Solicitor

Ability to Terminate the Contract Can the University get out of the contract before the end of the term if it needs to in the future? If you are in doubt contact the University Solicitor

Intellectual Property Rights Is the contract likely to give rise to intellectual property rights eg something which is subject to copyright or which someone may wish to patent? If so does the contract detail who would own this copyright and who would have the right to patent it? If you are in doubt contact Research and Enterprise Services (RES)

Insurance Is there appropriate insurance cover in place? (for example does the contractor need to have public liability insurance or professional indemnity insurance) if you are in doubt contact the Insurance Section within Finance.

Name: Signature: Date:.....
(Initiator)

Name: Signature: Date:.....
(Secondary Budget Holder)