

Contract Control Sheet

	Parameter	Details
1	Contract Effective Date: Contract End Date:	
2	Supplier Name:	
3	Initial Value per term of Contract (in CDN or quoted currency)	
4	Scope of Services , including specific references to contract / supplier specifics	
	Approved By	Signature with Date Print Name
5	Risk Management/Legal	
6	Procurement Manager	Kevin Jones
7	Relevant Director, Dean, Provost, Associate Provost, VP as per the Signing Authority and Approval Procedures	
8	CFO	

Amendments: Approval for change or updates in contract value

Date DD/MM/YYYY	Cumulative Contract Value (CDN or quoted currency)	Reason For Change	Approvals (Signature with Date)		
			Risk Management	Procurement Manager	CFO or more senior position with approved delegation authority
10	11	12	13	14	15
Date on which value of contract or contract is being changed.	Enter the new contract value if applicable.	Identify the prime rationale supporting the change in the contract or contract value.	If the contract amendment is to any legal term and condition this must be approved by Risk Management.	If the contract amendment is to any legal term and condition this must be approved by the Procurement Manager	