



Agreement Transmittal Sheet  
Request for Review of Agreement by Office of Legal Affairs

Please complete the form and send this form, together with the proposed agreement in Word format (not PDF) and any related documentation to: [bridget.barbera@lehman.cuny.edu](mailto:bridget.barbera@lehman.cuny.edu) or [cynthia.mcduffie@lehman.cuny.edu](mailto:cynthia.mcduffie@lehman.cuny.edu), with the subject line "Agreement with [name of Counterparty] – Request for Review."

1. Today's Date: \_\_\_\_\_
2. Name of Requesting Unit: \_\_\_\_\_
3. Name of Person Submitting this Form and (if different) Contact Person or liaison on the project (name, title, phone email): \_\_\_\_\_
4. Has this agreement been submitted to the Purchasing Department? If not, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
5. Name of Other Party to the Agreement: \_\_\_\_\_
6. Other Party Contact Person (name, phone, email): \_\_\_\_\_
7. Short Name of Project: \_\_\_\_\_
8. Purpose of Agreement (provide a brief description, including any specific questions or issues you want to highlight):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Is this a renewal or amendment of an existing agreement (yes/no)? \_\_\_\_\_  
*If yes, submit the original agreement and all prior amendments or renewals with the request/email.*
10. Amount of Contract and whether the funds are Tax-Levy (vs. RF funds, grant funds, etc.):  
\_\_\_\_\_
11. Term of Contract (and dates from/to): \_\_\_\_\_
12. Date when activity or work begins: \_\_\_\_\_
13. Comments (optional): \_\_\_\_\_  
\_\_\_\_\_