

Request for Contract Review

(Attachment 1)

Instructions: Fill in White Fields Only.

From:		Date:	
Parish / Department:		Phone Number:	
Address:		Email Address:	
STEP ONE: Read the Contract			
<p>Make sure you have read the contract and generally understand and agree with its terms before submitting it for approval.</p> <p><input type="checkbox"/> Yes, I have read the contract and recommend it for approval.</p>			
STEP TWO: Provide Information (a brief explanation of the purpose of the contract)			
<u>Total Value of Contract:</u>	<u>Duration of Contract</u>	<u>Deadline for Signature</u>	
STEP THREE: Authorize this contract for review			
Signature of Pastor or Archdiocesan Department Head:		Date:	
STEP FOUR: Identify the type of Contract (please check one and submit this form to designated individual)			
Construction (buildings, renovations, roofing, etc.)	<input type="checkbox"/>	Send this form and its attachments to Michelle Shelton: facilitiescontracts@adw.org ; or fax (301) 853-7665	
Real Estate or Long-term Lease (selling or leasing property)	<input type="checkbox"/>	Send this form and its attachments to Michelle Shelton: realestate@adw.org ; or fax (301) 853-7665	
Vendor or Services (janitors, caterers, consultants, etc.)	<input type="checkbox"/>	Send this form and its attachments to Christopher Anzidei: legaladmin@adw.org ; or fax (301) 853-7662	
Short-Term Facilities Usage (parties, retreats, festivals, other special events)	<input type="checkbox"/>	Send this form and its attachments to Emily Colangelo: DCCContracts@catholicmutual.org ; or fax (703) 841-1217	

Please note: contracts will be reviewed in the order received