

RISK MANAGEMENT CHECKLIST

FOR ESTABLISHED UNIVERSITY CONTRACT TEMPLATES

Fill in blanks in prepared *Contract Template*.

Describe the intent of this agreement: _____

Identify any potential risks: _____

Will the outside party have access to any confidential information? _____
If yes, please describe: _____

Will the Outside Party have employees on campus? Yes ____ Where? _____ No ____

Request Certificate of Insurance from outside contracting party and send to Risk Management and Insurance. If the outside party needs to purchase special event insurance, they can obtain a quote from [Francis L. Dean](#). Use of this insurance provider is not required and is provided for convenience purposes only.

Confirm the following on the Certificate of Insurance
* Trinity University is endorsed as an “Additional Insured” in the Description of Operations box
* The Certificate Holder is Trinity University
One Trinity Place
San Antonio, TX 78212

Submit this Checklist, the signed Contract Template and Certificate of Insurance to Risk Management and Insurance for review. Once reviewed, Risk Management and Insurance will obtain the appropriate signature and return a copy to you.
(If you are a [Designated Authorized Signator](#) you may sign an established Contract Template up to \$10,000 (\$25,000 for Facility Services and Conferences and Special Programs) if no changes have been made to the Template). Please return the original to Risk Management.

Department Sponsoring this Agreement: _____

Name of Dept. Contact: _____