DOCUMENT REVIEW FORM

1. TITLE -	
2. DESCRIPTION -	
3. REVIEWERS - A signature below indicates that the reviewer has reviewed/approved the document. **Reviewers should not sign this form if they do not approve of the content of the document.** If the document is a contract the Originator and Department or College level reviewers also agree to fulfill all terms and conditions.	**4.COMMENTS** - **Reviewers should use this section to explain why they do not approve of the content of the document, ask questions, and suggest changes to document.** Reviewers may also use this section to provide additional information about the document.
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Attach additional pages as needed. Reviewers may include Legal, Risk Management, Finance, ISO, etc. as appropriate. If the document being reviewed is a contract, the contract may only be signed by an authorized signer as described in Policy 528. For assistance, please contact Purchasing and Contract Services at (435) 797-1033 or purchasing@usu.edu.