

CHECKLIST
FOR SUBMITTING CONTRACTS / CREDIT APPS TO LEGAL FOR PROCESS

CONTRACTS:

- RFLS (version 02-01-18 ONLY)
 - Have you read the contract?
 - Are all referenced documents in the contract attached or already in possession by Legal Dept (i.e., Terms and Conditions referenced but not already printed and attached and/or any original agreements to which this agreement is subject)?
 - Is ALL information in top box filled out, including costs and Rep's name/email *and* phone number?
 - Do you have an actual date in the "REQUESTED DATE" section on the RFLS? [NOTE: If you put ASAP, it will be processed on Legal's schedule]
 - Is the RFLS signed by GM? (*Required*)

- Have you attached the Approved PIF? (If capital expense)
- Have you indicated any existing vendor that the contract will replace?
 - If there is one, have you contacted Legal to do a timely termination notice?
 - Are you certain you can terminate?
- Is the Bid Sheet filled out in its entirety?
- Have you provided an explanation for your recommended Vendor? If a third bid can not be obtained, a written explanation is needed.
- Approval by DVP and SVP -
 - Email all documents to DVP directly for approval; or
 - Have DVP sign RFLS in person (if on property) and
 - Have DVP forward to SVP for approval. SVP then forwards to Kathleen Chase (kathleenchase@remingtonhotels.com) either via email or placing on her desk (if in office). *Optional (but not mandatory): copy Sr Contract Mgr (Lugene or Sandy, depending on who handles the property).*

CREDIT APPLICATIONS:

- RFLS (version 02-01-18 ONLY)
 - Is ALL information in top box filled out, including:
 - amount of credit requested? [Put amount in Cost section]
 - any other info on the Credit App that must be obtained from property? [i.e., persons authorized to purchase, delivery times/locations]
 - and Rep's name/email *and* phone number?
 - Is the RFLS signed by GM?

- Approval by DVP -
 - Email all documents to DVP directly for approval; copying Kat Chase; SVP then forwards to Kat Chase or
 - Have DVP sign RFLS in person (if on property) and bring back to office for SVP approval, or FedEx directly to Kat Chase (kathleenchase@remingtonhotels.com).