|  |  |
| --- | --- |
| **BACKGROUND**  **(prepared by Lead Negotiator or their designee)** | |
| **Contract Status** | Active  Complete |
| **AAR Legal Entity:** |  |
| **AAR Business Unit/Function:** | Choose an item. |
| **Customer:** |  |
| **Contract Number/ Name:** |  |
| **Contract Date:** |  |
| **Program Name:** |  |
| **Amount:** |  |
| **Type of Contract Action:** | Bilateral  Unilateral  Administrative  Funding |
|  |  |
| **Description:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVALS** | | | |
|  |  |  |  |
| **BU Manager / Lead Negotiator** |  |  |  |
| Name: |  | Date: |  |
| Signature: |  |  |  |
| Comments: | | | |
| **Finance Lead** |  |  |  |
| Name: |  | Date: |  |
| Signature: |  |  |  |
| Comments: | | | |
| **Legal** |  |  |  |
| Name: |  | Date: |  |
| Signature: |  |  |  |
| Comments: | | | |
|  |  |  |  |
| **Risk Management** |  |  |  |
| Name: |  | Date: |  |
| Signature: |  |  |  |
| Comments: | | | |

**Business Unit Name/Function:**

OS: OEM Solutions; C&E; Trading; CP- Commercial Programs; ACS NY; ACS AMS; Other Corporate Function

Note: Fields that are not required for the respective review should be marked as "N/A" and should not be deleted