



Purchasing Office Contract Reference #:

Contract Transmittal Form

All information in sections A, B and C below is to be provided with a copy of the contract agreement to the Purchasing Office. A copy of the contract should be maintained by the campus / department. The contract will be reviewed, and if signed, issued a Contract reference number. A copy of the signed contract will be returned to the campus / department for reference purposes. It is the end user's responsibility to forward a copy to the contractor. Any requests for information of this contract should reference this number.

A Campus / Department Information

Campus / Dept Name: Campus / Department Org Code (3-digits):

Contact Person*: Title: Phone:

B Contractor Information

Contracting Party: Vendor No (if applicable)

Contact Person: Title: Phone: Email:

C Description of Services

Contract Term: Start: End:

Is this an extension / amendment? No Yes If yes enter new end date: Original Reference #:

Contract Amount: \$ Solicitation Reference:

- Contracts:
- Professional Services (PS)
 - Event Services / Equip Rentals (ES)
 - Specialized Student Services (SS)
 - Interlocal Agreement (IA)
 - Software / Software Maintenance (SM)
 - IT Services / Maintenance (IT)
 - Equipment Maintenance (EM)
 - Field Trips / Student / Charter Travel (FT)
 - Memorandum of Understanding (MU)
 - Other Agreement Type (OA):
 - Facility / Venue Rentals (FS)
 - Staff Development / Training (SD)
 - Construction Services (CS)
 - Non Contracted Vendor (NC)

Type of Funds used for contract: General Funds Activity Funds Special Revenue Federal Funds

Will Federal Funds be used for this contract? If yes, which fund.

I certify to the best of my knowledge that the information contained in this document is correct and complete. I further certify that I am ensuring that the program and all activities related to the program will be conducted in accordance with all applicable federal, state, and local laws including regulations and contract guidelines created to ensure accomplishment of this objective. Acknowledge by signing below.

Campus / Department Authorized Signature (required): X Title: _____ Date: _____

Purchasing Office use only

Date Contract Received: Rec'd by: Database Entry Date:

Forwarded to Administration for Signature
 All required forms received

Name of Administrator:

Purchasing Office Comments: