

**CONTRACT SERVICE REQUEST FORM**

1. Fill in all the information requested on this form. Keep one copy and forward "approved" original to the Purchasing Office.
2. Form must be received in the Purchasing Office at least two (2) weeks in advance of the date of service for contracts under \$5,000.00. Forms for Contracts in excess of \$5,000.00 must be received in the Purchasing Office at least six (6) weeks in advance, in order to obtain University Legal Counsel's "required" approval. Justification for late submittal must be provided below if contract request is not submitted in advance as indicated.
3. Form must be approved by the Department Chairperson and/or Dean and Vice-President.
4. This is only an information form; the actual contract will be prepared by the Purchasing Office.

*NOTE: ALL CONTRACT REQUESTS IN EXCESS OF \$10,000.00 MUST BE BID. PLEASE PROVIDE AT LEAST THREE (3) POSSIBLE BIDDERS & ADDRESSES, ALONG WITH DETAILED SPECIFICATIONS.*

DATE OF REQUEST: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ FED. I.D. or SOC. SEC. NUMBER: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

CONTRACTOR'S PHONE NUMBER: \_\_\_\_\_ DATE(S) OF SERVICE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_ REQUESTOR'S PHONE: \_\_\_\_\_

TYPE OF SERVICE: \_\_\_\_\_  
 (Attach complete specifications for service to be performed)

(Explain why the institution needs the service)  
 PURPOSE AND JUSTIFICATION FOR SERVICE: \_\_\_\_\_

GL/COMMITMENT ITEM: \_\_\_\_\_

FUND/COST CENTER: \_\_\_\_\_ OR WBS ELEMENT: \_\_\_\_\_

CONTRACT AMT.: \$ \_\_\_\_\_

(SPECIFY EXACTLY HOW TOTAL AMOUNT WAS FIGURED)

APPROVED BY: \_\_\_\_\_  
 DEPARTMENT CHAIRPERSON      DATE      DEAN/DIRECTOR      DATE

VICE PRESIDENT      DATE      PRESIDENT      DATE

JUSTIFICATION FOR LATE SUBMITTAL: \_\_\_\_\_ TWO OTHER POSSIBLE BIDDERS & ADDRESSES  
 \_\_\_\_\_  
 \_\_\_\_\_

RETURN FULLY-APPROVED FORM TO:  
 KELLY HIBBLER (PURCHASING DEPT.)

**NOTE: ANY INDIVIDUAL(S) GIVING PERMISSION TO ACCEPT SERVICES OR TO BEGIN WORK BEFORE A CONTRACT IS COMPLETELY APPROVED MAY BE HELD PERSONALLY RESPONSIBLE.**