

Contract Intake Form

Today's Date:

Requested Return Date:

Rush requested:

If a rush is requested, please explain why:

Requesting Party Information

Submitter Name:

Office/School Name:

Person to Contact:

Title:

Contracting Party Information

Name of Vendor/Contractor:

Contract Information

Type of Contract:

Service:

Lodging:

Purchase of Goods:

Entertainment/ Speaking:

Special Event/Catering:

Other:

Please describe the goods/services being contracted for:

Contract Information

Begin Date:

End Date:

Contract Value:

Other Information

Please answer the following: Yes No

Has this contract been approved by your budget director?

Is this contract on a standard, University-generated contract template?

Is this an amendment, extension, or renewal of a contract? If yes, please attach underlying agreement.

Are all exhibits, schedules and addendums to the contract attached?

Does this contract involve (check all that apply):

An estimated contract value of \$15,000 or more?

Sponsored Research?

An academic component?

The lease, purchase or sale of Real Estate?

A foreign entity or person as a party?

A software or hardware component?

The exchange of confidential, personal or sensitive data ?

Development of creative materials or content?

Any University insurance obligations?

Any high-risk or unusual activities? (if yes, describe below)

I certify that I have read and understand the contract and our obligations and that the business terms are accurate.