

Contract/Purchase Order Request Form

Requested By (Name and Department/Center): _____

Date of Request: _____

Phone #: _____

Email Address: _____

Vendor Information

Vendor Name & Address: _____

Vendor EIN# (Tax ID#): _____

Contact Person: _____

Vendor Phone #: _____

Email Address: _____

Business Website: _____

Services/Goods Information

1. Type of Services or Goods Being Purchased:

- | | |
|--|---|
| <input type="checkbox"/> Advertising ¹ | <input type="checkbox"/> ASSA |
| <input type="checkbox"/> Event/Conference ² | <input type="checkbox"/> Database/Online Access |
| <input type="checkbox"/> Software | <input type="checkbox"/> Revenue-Producing Contract |
| <input type="checkbox"/> Group Travel ³ | <input type="checkbox"/> Other: _____ |

1. Advertising includes the purchase of all "promotional" items. All advertising requests must first be approved by Marketing Services.

2. For Events and Group Travel, include number of expected attendees, dates of event/travel, and agenda

3. For Group Travel, note the Group Travel Request Form must be submitted to and approved by the Financial Management Office before any contracts or Purchase Orders are requested

2. Date Contract/Purchase Order Required by: _____

3. Total Cost of Services/Goods: _____

Is alcohol included in the contract? Yes No

4. Funding: State-Funding String(s)*: _____

Foundation-Fund Name & Number: _____

**If split funding, provide dollar amount or percentage to be charged to each funding string. List additional funding under "business purpose for purchase", if additional space is needed.*

5. Business Purpose for Purchase (who, what, when, where, why):

6. Requests (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Purchase Order |
| <input type="checkbox"/> Revenue-Producing Contract | <input type="checkbox"/> Other: |

Please submit this form and attach any supporting documentation/contracts/order forms, etc. to the PDF, before submitting your request.