

REQUEST TO PLACE CONTRACT ON GOVERNING BOARD AGENDA

DATE: \_\_\_\_\_

TO: Director of Purchasing and Contracts

FROM: \_\_\_\_\_

NEW CONTRACT

\_\_\_ YES New Contract No.: \_\_\_\_\_ (Assigned by Purchasing Dept.)

\_\_\_ NO Previous Contract No.: \_\_\_\_\_

\_\_\_ RENEWAL  
\_\_\_ AMENDMENT

CONTRACT PERIOD

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

GL TO BE CHARGED OR AUGMENTED (IF REVENUE)

\_\_\_\_\_

CAMPUS CONTACT FOR THIS CONTRACT

\_\_\_\_\_

CONTRACTOR INFORMATION

NAME: \_\_\_\_\_

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

\_\_\_\_\_

TAX or Vendor ID#: \_\_\_\_\_

TYPE OF CONTRACT

\_\_\_ REVENUE TO DISTRICT

\_\_\_ COST TO DISTRICT

\_\_\_ CATEGORICAL

\_\_\_ NO COST TO DISTRICT

CONTRACT COMPENSATION

HOURLY RATE: \_\_\_\_\_

OTHER: \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

NATURE OF SERVICES

\_\_\_\_\_

\_\_\_\_\_