

**BOARD AGENDA ITEM  
AND/OR  
CONTRACT REVIEW & APPROVAL**

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

**TO:** Contract Services, Room A-130, Ext. 2129

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

\_\_\_\_\_  
Name of Requesting Party

\_\_\_\_\_  
Department

\_\_\_\_\_  
Campus Location

\_\_\_\_\_  
Telephone Extension

**SUBJECT:** \_\_\_\_\_

\_\_\_\_\_  
Briefly describe subject of request

**Request is made for the following: Check all applicable boxes and complete, in FULL, Parts 1, 2, 3, 4.**

Drafting of Board Agenda Item/Resolution

Contract review & signature

Drafting of contract in its entirety.

Assistance in contract negotiations.

**PART 1 TYPE OF DOCUMENT: Attached are the following materials: (check all applicable boxes)**

Standard form contract offered by vendor.

Contract proposed by requesting party.

General literature describing proposed Contracts

**PART 2 PRIORITY: The following are anticipated time constraints which apply to this request.**

PRIORITY - To Be Accomplished No Later Than Provide Anticipated Completion Date)

No Priority

Required Date/Deadline:

**PART 3 DESCRIPTION/PURPOSE OF DOCUMENT: Brief Description/Purpose**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 4 FUNDING SOURCE:**

**Signatures Required:**

\_\_\_\_\_  
Department Supervisor / Chairperson

\_\_\_\_\_  
Department Director/Division Dean

\_\_\_\_\_  
Vice President

Office of Contract Services Use Only		
Dated Recv'd		
Reviewed By		
For Signature		
Returned To:		
Report GB	60 day	Agenda

**Note: Once form is complete and signed, attach to required contract / agreement/documentation and send to Office of Contract Services, Administration Building, Room A-130.**