Contract Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

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

(Contract turned into Admin. Office)

**CONTRACT SUMMARY/COMMENTS:**

1. “Business Purpose” for this contract:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Any recommendations to this “Draft”; if so, please make edits on the document.
2. Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Contact Info (phone, email, etc.): \_\_\_ \_

Department/GL Code: \_

COST(S) (If Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Startup cost & Re-Occurring/Annual Cost)

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_END/RENEWAL DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REVIEWED BY:**

Employee: \_\_ Date

(Responsible for Implementations)

Vice President/Cabinet Member : Date

Fiscal Office/Treasurer: \_ Date

(Signature indicates funds are available in the account # listed above to fulfill the contract)

(Includes Treasurer Certificate if Needed)

Legal Counsel: Date

PRESIDENT: Date