

Division of Student Life Contract Request Form

The goal of this form is to provide a quick executive summary of the contract request and to provide documentation that the contract has been reviewed/approved prior to entry into TCM.

Student Life contact person for contract (name and e-mail):

Who is the requested contract with?

What kind of service is being provided (speaker, professional service, off-campus event, equipment rental, etc.):

Note: If contract is for a speaker/performer, additional Speaker/Performer Review Form is required

Brief description of the service to be provided:

What is the cost of the contract and what budget will it come from (department name or COA)?

Is there anything to note about the timeline of the contract (i.e., it is for an event on a certain date or there is a deadline by which it needs to be signed)?

Is the supplier (or individual) set up in TCM? Yes No

If yes, supplier name as it appears in TCM:

If no, have you started the process to get them set up? Yes No

Is the supplier providing the contract? Yes No

If yes, please attach. If no, procurement will get one created after request is approved.

Is there any substantive risk (physical or reputational) or special consideration to be aware of in considering this contract?

Yes No If yes, how is that being addressed?

Other comments or considerations:

REVIEWED AND APPROVED BY:

Department Head

Date

Dean

Date