

Contract Checklist

To get a contract reviewed and approved by Purchasing and Contract Services department, we need to furnish them with lots of detail. This form is to collect those pieces of information so that our contracts can be reviewed in timely manner.

Contractor's Full Legal name: _____

Contractor's Address: _____

Contractor's Contact: _____

Contractor's Phone#: _____

Contractor's Email: _____

Contractor Type: Corporation Individual Foreign entity/individual LLC Partnership

Total Amount of contract: _____ Index: _____

Business purpose:

Description of work:

Contract Begin Date: _____ Contract End Date: _____

Any other comments: