

COVER SHEET FOR ALL CONTRACTS

(Must be attached to all contracts when sent for legal review)

1. Person completing this form: _____, Dept. _____
2. Contact person (if different from person completing form): _____
3. Purpose: _____
4. Date need contract returned to you: _____
Note: All contracts must be submitted for legal review at least 10 business days before this date
5. Effective start and end dates: _____
 - A. Number of years contract runs: _____
6. Total purchase cost: \$ _____
 - A. If there is an annual renewal cost, how much is it? _____
7. Funding Source (FOAP): _____
8. Does contract have a university-wide impact? *If no, leave blank; if yes, briefly describe.*

9. Do you believe this is a sole source purchase (*circle*)? Yes No
10. If this is a software purchase, upgrade, renewal, etc., IT must be consulted to determine time and effort required to install and maintain.

IT representative must initial here _____
11. If \$25,000 or more, was this competitively bid (*circle*)? Yes No
12. If above \$150,000, does this purchase have RUSO Board approval (*circle*)? Yes No

Note: For contracts at \$25,000 or more, the vice president of the division where the contract originated from must sign here:

Signature

Date