



## Instructions:

- 1. Print one copy and attach to the contract packet and submit to Virginia Diggle, Business Services
- 2. Send email to notify Business Services that a contract submission packet is enroute via intercampus mail.
- 3. Change the subject line to Vendor/Contractor Name

## Reminder: Require Acrobat 7.0 or above to use email function

Date:			
Last Name	First Name	First Name	
Department	Cam	pus/Location	
Purchase Requisition No	Vendor/Contractor Name	2	
Account No			
Type of Contract: (Select one that best fits)			
Service		Speaker/Performer	
Repair		Rental/Bus Rer	ntal
Clinical Site		Software licens	e
Independent Contractor		Grant/Income	
Facilities Use		Other	

President/Executive Director Signature\* (\*Signature Required)