

REQUEST TO PLACE CONTRACT ON GOVERNING BOARD AGENDA

DATE: _____

TO: Director of Purchasing and Contracts

FROM: _____

NEW CONTRACT

___ YES New Contract No.: _____ (Assigned by Purchasing Dept.)

___ NO Previous Contract No.: _____

___ RENEWAL
___ AMENDMENT

CONTRACT PERIOD

START DATE: _____ END DATE: _____

GL TO BE CHARGED OR AUGMENTED (IF REVENUE)

CAMPUS CONTACT FOR THIS CONTRACT

CONTRACTOR INFORMATION

NAME: _____

ADDRESS: _____

TAX or Vendor ID#: _____

TYPE OF CONTRACT

___ REVENUE TO DISTRICT

___ COST TO DISTRICT

___ CATEGORICAL

___ NO COST TO DISTRICT

CONTRACT COMPENSATION

HOURLY RATE: _____

OTHER: _____

TOTAL AMOUNT: _____

NATURE OF SERVICES
