

iContracts Upload Information



Origin of Contract:

Business purpose of the Contract:

Business Contract or Academic Contract

Contract Originator:

Contact/Phone:

Department:

Counterparty Name:

Counterparty Contact Person:

Counterparty Address and Telephone:

Business Purpose:

Index Code:

Is the contract for goods or services ?

Is the contract a purchase or lease ?

Contract Period: Begin Date:

End Date:

Does the contract provide for automatic renewal or extension? No Yes If yes, by what date must notice of nonrenewal be given?

If contract is for the use of a university facility by a third-party, enter building code:

Is the contract for the purchase/license of computer software? Yes No

Is the contract for the lease or purchase of computer hardware? Yes No

University expenditure per fiscal year: \$

University expenditure for life of the contract: \$

Dean /Department Head Approval:

Contract Originator Date

Dept. Head/ Dean Date