

## PURCHASING SERVICES CONTRACT INTAKE FORM

### For Contracts Under \$75,000 (total value with renewals) For the Purchase of Goods and/or Services

The Office of the General Counsel (OGC) and Purchasing Services will NOT review the attached contract as to form and legality. You are responsible for reading the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy your business needs and for attaching the appropriate Supplemental Addendum Document found on OGC's website.

**Description of Contract:**

*If contract is an affiliation agreement, gift agreement, or sponsored research agreement, this is not the appropriate form .*

**College/Department/Division/ Unit** initiating contract:

Name of FIU individual responsible for contract review and preparation:

Title:  Panther ID:

E-mail:  Phone Number:

Contractor/Vendor/Other Party:

Contact Person's Name:  Phone Number:

Mailing Address:  City:

E-mail:  State:  Zip

Country:  Has FIU entered into a similar contract with this company before?  YES  NO

If yes, **attach a copy of the previous contract**. If this is a **renewal, extension or amendment** to a contract, attach the underlying contract and any previous renewals or amendments etc.

Is this contract for the purchase of software/hardware and/or IT contractual services whereby Contractor will need access to FIU systems?  YES  NO

If yes, please obtain approval and signature of VP/CIO of Information Technology by sending this form and all related documents to **Mr. Robert Grillo**, Vice President & CIO, Division of Information Technology, PC 507. If approved, they will be forwarded to Purchasing Services by UTS.

**Robert Grillo**, Vice President & CIO, Division of Information Technology,

If this contract is being paid using sponsored research funds, list the Project ID: \_\_\_\_\_  
 You must obtain approval from the Division of Research (DOR) that this contract may be processed by Purchasing by sending this form and all related documents to **Ms. Diana Oliva**, Assoc. Director, in MARC 430. If approved, all documents will be forwarded to Purchasing Services by DOR.

The attached contract is a vendor agreement, requires no additional sponsored research clauses and may be processed by Purchasing. The Division of Research has not reviewed the contract as to form and legality; that review must be done by the Contract Initiator and the VP/Dean/Director

**Diana Oliva**, Associate Director - Division of Research

Initial Term of Contract: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Total Cost of Contract: \_\_\_\_\_ If contract is renewable, cost for all renewals: \_\_\_\_\_

Source of Funds:  E&G  Auxiliary  Other (specify): \_\_\_\_\_

Attach all documents exhibits or attachments mentioned in the contract.

Type Contract Initiator Name:

I or my designee has read the contract and it is an accurate and complete representation of the business terms between the parties.

Type Business Unit Approver Name: