

Florida International University  
**CONTRACT INTAKE FORM**  
**(Contracts Resulting from Competitive Solicitation)**  
For the **Purchase** of Goods, Services, Meeting Space, Licenses and Leases

**Requisition #:** \_\_\_\_\_

**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 and Title of University individual responsible for contract: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Contractor/Vendor/Other Party:** \_\_\_\_\_

**Deadline** (date by which contract needs to be reviewed) \_\_\_\_\_

Please afford 15 business days for review by OGC. If review of this contract is urgent, please provide information, including deadlines and special circumstances, regarding the urgency sufficient to justify prioritizing review of this contract over other contracts. Notations like "Needed ASAP" or "Expedite" are not sufficient.

Special circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like for the attorney assigned to review this contract to contact you before reviewing? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Contract Initiator

\_\_\_\_\_  
Date

Contract Approved by:

\_\_\_\_\_  
Business Unit Approver Signature:

\_\_\_\_\_  
Date:

I approve of the outcome of the Competitive Solicitation Process and award.

**SEND THIS FORM AND ALL RELATED DOCUMENTS TO PURCHASING – CSC 410  
PURCHASING WILL PROCESS AND SEND TO THE  
OFFICE OF THE GENERAL COUNSEL FOR REVIEW**