

Date Submitted: _____
Need by: _____

Bowdoin College Contract Submission Form

Please submit this cover sheet together with the contract or agreement to Meg Hart in the Treasurer's Office.

Submitted by: _____ Dept. _____
Phone: _____

Senior Officer approval: _____

Vendor: _____

Brief Description of Contract and Background Information:

RFP Proposal? _____ If yes, please attach RFP.

Is this a one-time or recurring contract? _____

Duration of contract: _____ Does Contract span more than 1 fiscal year? Y N

Termination Date: _____

Renewal Provisions: _____

Total Amount of Contract \$ _____

Total Current FY Budget Available: _____

Total Current FY Budget Available after this contract is paid: _____

How often will expenses be paid? (One time, monthly, etc.) _____

FE Project Name: _____

FE Project Number: _____

FE Account Number: _____

Budget Manager or contact person: _____

Date Due: _____

Please do not have the vendor sign the contract until it has been reviewed.

Please provide as much advance notice as possible. As a general rule, please allow at least one week for a basic contract and longer for one requiring extensive review. Thank you!