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!