

Submit completed form, contract, and any related documents to contracts@shawnee.edu

CONTRACT DETAIL

Contract Vype: _____ Start Date: _____ End Date: _____ Renewal: _____

Vendor Name: _____ Contract Obligation: \$ _____

Vendor Contact: _____ Phone: _____ Fax: _____

Vendor Email: _____

Contract Summary:

(Describe purpose in enough detail to facilitate review. For example, is the software program desktop or hosted website? What information is exchanged? Where is it stored? Any special IT requirements? Etc.)

All necessary documents are attached to contract. *(If contract refers to other documents [i.e., Exhibit A, Privacy Policy, etc.], those documents must be submitted, as well.)*

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Requesting Department: _____ Contact Person: _____ Ext.: _____

AUTHORIZED ADMINISTRATOR CERTIFICATION (having budget authority)

Administrator's Name: _____

I have reviewed this contract and am satisfied with its description of the goods and/or services to be provided to the University. I also acknowledge and accept the University's obligations as described in the agreement.

I certify that neither I nor any department employee involved with the selection of the vendor or review of the contract has a personal, family or business relationship with the vendor. *(If there is a business or family relationship, contact General Counsel at Ext. 3046 to discuss.)*

Ethics bulletin: http://ethics.ohio.gov/education/factsheets/Bulletin_gifts_and_entertainment.pdf

Ethics Commission Information Sheet: <http://ethics.ohio.gov/education/factsheets/InfoSheet3-StateContracts.pdf>

Names of employees involved with selection of vendor and contract review:

For questions or to check on the progress of your contract, please call Contracts Management at 351-3265.