

Washington University Olin Business School
Contract Request Form

1. Requesting Department: _____ 2. Vendor: _____
3. Department Contact: _____ Phone: _____
4. Type of Contract: ___ Master ___ SOW ___ Renewal ___ Amendment ___ Extension
5. Service Category: _____
6. Anticipated Contract Term: Start date: _____ End date: _____
7. Total Contract Value: _____
8. Amount originally budgeted: _____
9. Account Number(s) (Cost Center/Non-carryforward): _____
10. Justification for contract (statement of substantial need):

11. Vendor Selection Justification (Competitive bids process, WU preferred supplier, etc.):

12. If contract over \$25,000:
- a. Submit Supplier Selection Justification form
 - b. Request that purchasing have OGC review contract.* OGC contact: _____
13. For technology related contracts, contact Olin IS and attach approval.
14. For web related contracts, contact M&C Web team and attach approval.
15. Manager Approval (if amount exceeds limit): _____ Date: _____

For Olin accounting use only:

- Analyst reviewed initial:
- Submit contract to WU purchasing for approval
Date submitted: _____ Date approved: _____ Purchasing Contact: _____
- Amount exceeds department limit, must be signed by Senior Associate Dean
- Scan and email all pertinent contract documentation to Project Accountant
- Attach original contract & supporting documentation to payment
- Date Received by Accounting: _____ Accounting Contact _____

*For IT related contracts, Sree Naidu reviews in both purchasing and legal capacity.