

# iContracts Upload Information



## Origin of Contract:

Business purpose of the Contract:

Business Contract      or Academic Contract

Contract Originator:

Contact/Phone:

Department:

Counterparty Name:

Counterparty Contact Person:

Counterparty Address and Telephone:

Business Purpose:

Cost Code:

Is the contract for goods      or services      ?

Is the contract a purchase      or lease      ?

Contract Period:              Begin Date:

End Date:

Does the contract provide for automatic renewal or extension? No      Yes      If yes, by what date must notice of nonrenewal be given?

If contract is for the use of a university facility by a third-party, enter building code:

Is the contract for the purchase/license of computer software? Yes      No

Is the contract for the lease or purchase of computer hardware? Yes      No

University expenditure per fiscal year: \$

University expenditure for life of the contract: \$

Dean /Department Head Approval:

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Contract Originator              Date

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Dept. Head/ Dean              Date