

## CONTRACT REQUEST FORM

For use by CSU, Fullerton departments requesting the development or review and signature of a new contract.

All information must be provided and all questions must be answered. Responses should be thorough or this request may be returned for more information. Attach additional sheets or supporting documentation as necessary.

PART I: Requestor Information	
Division/ College:	
Department:	
Name and Telephone No:	
Email Address:	

PART II: Contractor / Service Provider or Site Information	
Contractor / Service Provider or Site Name & Address:	
Contact Name :	
Telephone Number:	
Email Address:	

PART III: Contract Information	
<b>Classification of Proposed Contract:</b> (i.e. Clinical Agreement, Federal Work Study, International Study Abroad, Internship Agreement, Lease Agreement, Internal Master Agreement, General "Zero Dollar" Agreement, Service Learning Agreement, Student Teaching Agreement, Teaching Intern Agreement , or other)	
NARRATIVE QUESTIONS:	
1. Describe the reason for requesting this contract and the anticipated benefit to the University.	
2. Provide an overview of the proposed scope of this contract.	
3. Describe any other significant factor(s) that will assist in the review and approval of this request.	

PART IV: Documentation
<b>Provide the following documents as part of the request documentation:</b>
1. Completed <b>Contract Request Form (REV 02/23/2017)</b> with all applicable information.
2. Attached copy of the proposed contract.
3. Any additional back-up information that will assist in the processing of this contract request.

PART V: Required Approvals	
<i>This form requires approval by the highest ranking department representative or designee, prior to submitting to CSU, Fullerton - Contracts Operations. The typed name and signature must match. The highest ranking Department Representative or designee may designate one person to sign on his/her behalf subject to CSU, Fullerton - Contracts Operations approval.</i>	
Name/Title (typed):	
Signature:	Date:

PART VI: Contracts Operations Review (Contract Operations Use Only)			
Buyer Name:		Date Received:	
Comments/Notes:			

**SUBMITTAL INSTRUCTIONS:**

Return this completed Contract Request Form and all back-up documentation via email to:

[DL-Contracts@fullerton.edu](mailto:DL-Contracts@fullerton.edu)

**QUESTIONS:**

Questions regarding request process or the required forms should be directed to:

Sergio D. Rodriguez, Contracts Operations Manager  
Contracts and Procurement  
Division of Administration and Finance  
2600 Nutwood Ave., CP-300, Fullerton, CA 92831  
Office: (657) 278-5492 Cell: (714) 853-2282  
Email: [serodriguez@fullerton.edu](mailto:serodriguez@fullerton.edu)