



Procurement

## Purchase Order Processing Form

BUYER: M. COMPTON PO NO: 9477 C/O#: 1 DATE: 04/07/20 BID# TU-  
 VENDOR: CINTAS CORPORATION

PO DISTRIBUTION

FAX / EMAIL TO: \_\_\_\_\_

(Vendor Contact Person)

DO NOT SEND

(Fax/Email)

CC TO:☒ Campus Customer: T. RUSNAK ; S. KEPLINGER☒ Facilitiespo@towson.edu (K.Carmer, R.Norman, M.Weber)☐ UMB (Send to Vicki Nellis)☐ Lissa O'Donnell & Teri Cromwell☐ Athletics Business Office (abo@towson.edu)Additional Processing:☐ Exhibit C - Contract Affidavit (obtain for contracts over \$200,000)☐ Verify COI (Renewals – refer to COI log on "P" Drive)☐ Obtain Builder's Risk InsuranceMBE % 0

EXCLUSION # \_\_\_\_\_

Include the Following with PO:☐ Simplified Terms and Conditions☐ Minimum Mandatory Terms & Conditions☐ Golden Rod (Gen. Conditions for Const. & Maint.)☐ Exhibit A (Required Contract Provisions)☐ Exhibit A-1 (EH&S Requirements)☐ Exhibit A-2 (Req. Contract Provisions Const. & Maint.)☐ Other:CONTRACT MODULE ENTRY

Contract Name &amp; No.: \_\_\_\_\_

*Note: In addition to TU solicitations, any other multi-year contracts, or single-year contracts requiring notification, and their name and/or number should be entered into the Contract Module and must be specified here.*

New Contract

Begin Date \_\_\_\_\_ Renewal Date \_\_\_\_\_ Expire Date \_\_\_\_\_ (total contract term)

Number of Renewal Options \_\_\_\_\_

Renewal Notification \_\_\_\_\_ (usually 90 days) Expiration Notification \_\_\_\_\_ (usually 180 days)

Contract Module Amount: \$ \_\_\_\_\_ (default value is \$1M unless anticipated spend is expected to exceed \$1M)

Existing Contract (Renewals)

Current Option Renewal # \_\_\_\_\_ Renewal Expiration Date \_\_\_\_\_

Option Renewals Remaining \_\_\_\_\_

Close Previous Contract

Contract ID/Solicitation No.: \_\_\_\_\_

Remove "Send Date/Amount Notification." ☐ (Admin Use Only)

Additional Instructions:

Contract Module Entry Completed By: Michele Kreider Date: 04/07/20  
 PO Distribution By: Michele Kreider Date: 04/07/20