

Contract Request Form

Date of submission in Workday: _____

For contracts to be executed by Procurement & Contract Services or Real Estate, complete this form and attach it to a Workday Contract Request. When entering in Workday, begin description with the **contractor's name**. **Please expect no less than 60 (sixty) days processing time for a contract.**

Type of Contract Request					
<input type="checkbox"/> New Contract <input type="checkbox"/> Amendment		Contract/Amendment/Blanket Number:		Requested by date XX/XX/XXXX	
WSU Unit Information					
Unit Name				Mail Code	
Point of Contact		E-Mail		Telephone #	
Technical Contact		E-Mail		Telephone #	
*Fully executed agreement will be distributed to contacts above.					
Supplier or Customer Information					
Workday Supplier or Customer ID			Address		
Supplier or Customer Name (Also enter name into the description field of Contract Request Task Screen in Workday.)			Telephone		
Supplier or Customer Point of Contact			E-Mail		
Contract Terms and Description					
Start Date	End Date	Are there any special circumstances related to the start or the end date of the contract?			
OR Upon execution of contract					
Provide any other pertinent information about the contract. (optional)					
Preferred mailing/e-mail address for contract/billing information:					
Payment Period (i.e., monthly, yearly)	Number of Payments	Amt. Per Period (unit price in Workday)		Total Amount	
Payment with Procurement Card Yes No	Tax Applicability Taxable Tax Exempt	Tax Location Code			
Worktags (Spend Categories and Revenue Category are required)					
Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category*	Revenue Category*	Other Worktag
Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category*	Revenue Category*	Other Worktag
Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category*	Revenue Category*	Other Worktag

Type of Contract Requested			
<input type="checkbox"/> Copier Lease <input type="checkbox"/> Equipment Lease (not copier) <input type="checkbox"/> Rental Equipment <input type="checkbox"/> Personal Services <input type="checkbox"/> Purchased Services <input type="checkbox"/> Client Services	<input type="checkbox"/> Software Agreement <input type="checkbox"/> Information/Tech <input type="checkbox"/> Support/Maintenance Renewal (Not software) <input type="checkbox"/> Memberships/Licenses/ Subscriptions (Not software) <input type="checkbox"/> Academic Program	<input type="checkbox"/> Affiliation/Internship <input type="checkbox"/> Facilities Use <input type="checkbox"/> Interagency/Interlocal <input type="checkbox"/> Lodging <input type="checkbox"/> Service Center/Revenue <input type="checkbox"/> Speaker/Performer <input type="checkbox"/> Business Associate Agreement	<input type="checkbox"/> Real Property Easement <input type="checkbox"/> Real Property Lease <input type="checkbox"/> Real Property Sale/Disposition <input type="checkbox"/> Real Property Purchase/ Acquisition <input type="checkbox"/> Other Revenue <input type="checkbox"/> Other Generic

Supplemental Information (required for indicated agreement types)

Refer to the Real Estate and Business Operations (REBO) for guidance and requirements related to each type of contract listed below.

Attach any required documents to the contract request form submission in Workday. List any attached forms, along with any additional required information indicated in the guidance (see page 3).

Lodging Agreement

Direct bill for lodging? Yes No

Software Agreement (For software agreements, the requesting department is responsible for completing the IS security review.)

If this is a renewal, have the services changed in any way since the last IS security review was completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide the JIRA ticket number for the IS security review OR attach the IS review documentation to this request (<i>required</i>).
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Refer to the Purchasing website for further guidance on software [agreements](#).

Copier Lease or Maintenance Agreement

Delivery and Installation Address	
Delivery and Installation Contact	Telephone

Personal Services Contracts

Refer to the Purchasing website for further guidance on personal services contracts.

Real Property Agreement

What University function requires the lease or purchase (i.e., teaching, research, service)? Please describe.

What is the present location or the preferred general location? (Requested location may be affected by factors of University use plans or other department requests, etc.)

Describe the location and size of the area (show boundaries). Upload a map if necessary.

Describe the proposed use of the real property (i.e., office, library, classroom, storage). Indicate any unusual space needs.

List criteria and requirements for the space (i.e., special air conditioning, wiring, telephone, computer equipment, copy machine).

Management program for the area and statement of responsibility by department/agency for preparation, maintenance, and restoration of site applicable for land assignment or real property.

Refer to the CREO [guidance and requirements](#) for the following types of agreements:

- Academic Program Agreement
- Affiliation and Intern Agreement
- Facility Use Agreement
- Interagency and Interlocal Agreement
- Service Center and Revenue Agreement
- Speaker or Performer Agreement
- Other Agreements

List any attached forms, along with any **additional required information** as indicated in the guidance.

Certification of Administrative Approval

For a list of positions authorized to sign this form, refer to [BPPM 10.11](#).

NOTE: A dean or vice president signature is required when the contract involves real property (i.e., purchase and sale, lease, or right of access agreement).

I have read this contract entirely and assume fiscal responsibility. I am satisfied with the description of what is to be provided to the University as outlined in the contract. I am also satisfied with the description of the University's obligations and all other provisions of this contract, except a noted in any attached memorandum.

Name and Title	Signature	Date