

Contract Request Form

Date of submission in Workday:: _____

For contracts to be executed by Procurement & Contract Services or Real Estate Services, 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. Unsigned forms may not be processed by Procurement & Contract Services or Real Estate Services; ensure a signature is obtained in accordance with the instructions below.**

Type of Contract Request					
☐ New Contract	☐ Amendment	RFP/RFQ/RFQQ	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)		Total Amount	
Payment with Procurement Card Yes No	Tax Applicability Taxable Tax Exempt			Tax Location Code	
Worktags (All relevant Worktags must be provided; failure to include applicable information will result in processing delays)					
Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category	Revenue Category	Other Worktag
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Amount	Cost Center	Fund	Function	Region	Grant
Gift	Project (facilities only)	Program	Spend Category	Revenue Category	Other Worktag

Type of Contract Requested			
☐ Copier Lease ☐ Equipment Lease (not copier) ☐ Rental Equipment ☐ Personal Services ☐ Purchased Services ☐ Client Services	☐ Software Agreement ☐ Information/Tech ☐ Support/Maintenance Renewal (Not software) ☐ Memberships/Licenses/Subscriptions (Not software) ☐ Academic Program	☐ Affiliation/Internship ☐ Facilities Use ☐ Interagency/Interlocal ☐ Lodging ☐ Service Center/Revenue ☐ Speaker/Performer ☐ Business Associate Agreement	☐ Real Property Easement ☐ Real Property Lease ☐ Real Property Sale/Disposition ☐ Real Property Purchase/Acquisition ☐ Other Revenue ☐ Other Generic
Supplemental Information (required for indicated agreement types)			
Refer to the Real Estate or PACS webpages 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).			
RFP/RFQ/RFQQ			
Requesting a competition be conducted for a proposed procurement? ☐ Yes ☐ No Additional details:			
Software Agreements or Agreements Involving the Sharing or Receipt of Confidential / Regulated Data (See UPPM Chapter 87)			
If this is a renewal, have the services changed in any way since the last IS security review was completed? ☐ Yes ☐ No		Provide the JIRA ticket number for the IS security review OR attach the IS review documentation to this request (<i>required</i>).	
Refer to the Purchasing website for further guidance on software <u>agreements</u> .			
Copier Lease or Maintenance Agreement			
Delivery and Installation Address			
Delivery and Installation Contact		Telephone	
Personal Services Contracts			
Refer to the Purchasing website for further <u>guidance</u> 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 PACS 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 & Signature Instructions

For a list of positions authorized to sign this form, refer to UPPM 65.02. 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).

Additionally, for the duration of the "Strategic Reductions on Non-Essential Hiring and Operations," as announced on March 26, 2025, a dean, chancellor or vice president signature is required for all non-exempted purchases in excess of \$10,000 (excluding tax and shipping).

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