

Contract Request Form

For purchases that require a contract to be prepared, please complete this form and attach to your requisition.

Vendor Name/dba: _____

Address: _____

Phone Number: _____

Email: _____

Scope:

Date range of service:

Total Amount Due:

Net Terms:

Invoicing: Vendor Provides Invoice Internal Invoice (PF230)

Name of ETAMU Contact:

Phone Number:

Email:

Complete the following if the individual will be contracted as a field supervisor:

Number of teacher candidates being supervised:

\$ Rate per candidate: