

**CONTRACT AND SOLICITATION
REQUEST FORM**

PROJECT/CONTRACT TITLE:

DATE:

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PROJECT MANAGER, CONTRACT MANAGER, CONSULTANT:

Project Manager/Requestor:	PHONE:	EMAIL:
Project Manager/Requestor Signature:		
Procurement Contract Manager:	PHONE:	EMAIL:
Consultant, if applicable:	PHONE:	EMAIL:

PROJECT/ CONTRACT DESCRIPTION:

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ADVISORY BOARD/COMMITTEE RECOMMENDATION(S): (If applicable)

Date	Board/Committee	Comments

ENGINEERING ESTIMATE (If Applicable):

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CONTRACT FINANCIAL INFORMATION:

Amount	Account No.	Project String	Source of Funds
Funds, Account No. and Project String Verified by:		Print Name:	
Total:		Management & Budget Director:	

GRANT FUNDED <input type="checkbox"/> Yes <input type="checkbox"/> No	SOURCE:	AGREEMENT NO.
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SUBMITTED AND APPROVED BY:

Assistant Director:	Department Director:	Date Received by Procurement:

REQUIRED ATTACHMENT(S):

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| <ol style="list-style-type: none"> 1. Project Status Report 2. Special Conditions (If applicable) 3. Desired Timeline | <ol style="list-style-type: none"> 4. Construction Plans (If applicable) 5. Scope of Services/Scope of Work 6. Technical Specification (If applicable) |
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