

St. Petersburg College REQUEST FOR CONTRACT

COMPLETE THE FOLLOWING:

(All information must be included. Additional sheets may be attached. Please see reverse side of form for additional instructions.)

Contracting party's full name (hereinafter referred to as "CP") _____

Address: _____
Street or PO address City State ZIP Code

CP's contact person: _____ Telephone no.: _____ Fax no.: _____

CP's e-mail address: _____

College's contact person: _____ Telephone no.: _____

CONTRACT START DATE: _____ CONTRACT ENDING DATE: _____

General overview and purpose of contract: _____

College's responsibilities/duties: _____

Amount to be paid by college: \$ _____

CP's responsibilities/duties: _____

Amount to be paid by CP: \$ _____

State warranties, indemnities, guarantees, and/or special contract termination provisions needed if any:

Other important information: _____

Budget Supervisor certification/approval - Please Read Carefully.

By signing this Request for Contract as budget supervisor, I certify that:

- 1) I HAVE CAREFULLY READ THE CONTRACT SUBMITTED, if any, in connection with this Request for Contract and I agree that said contract: a) accurately reflects all of the intended terms of the agreement between the parties and/or b) any changes, deletions or additions have been specifically noted and/or stated by me and are attached to the contract or this Request;
- 2) I AM NOT (either directly or indirectly) purchasing, renting or leasing any realty, goods or services for the college from any business entity of which I, my spouse or child is an officer, partner, director, or proprietor or in which I, my spouse and/or child has a material interest;
- 3) I AM NOT receiving any gift, loan, reward, promise of future employment, favor, service or anything of value related to this Request for Contract.

\$ _____ (Please indicate either: Estimated expenditure/revenue)	_____ (College department title)
_____ (Fund)	_____ (GL Code)
_____ (Department number)	_____ (Date)
_____ (Site number)	_____ (Date)
_____ (Budget supervisor)	_____ (Date)
_____ (Provost/Site administrator or vice president)	_____ (Date)
_____ (Purchasing)	_____ (Date)
_____ (Accounting/Business Services)	_____ (Date)
_____ (Supervising senior vice president)	_____ (Date)

For Legal Department Use Only—Method of approval/review:

	Approved	Withdrawn	Date	Legal Dept. Initials
<input type="checkbox"/> President	_____	_____	_____	_____
<input type="checkbox"/> Supervising Sr. VP	_____	_____	_____	_____
<input type="checkbox"/> Cabinet	_____	_____	_____	_____
<input type="checkbox"/> Board	_____	_____	_____	_____

Distribution: General Counsel _____ Requesting Department _____ Purchasing/Grant Accountant _____

INSTRUCTIONS FOR FORM COMPLETION

Please include:

Top portion of Request for Contract:

1. Full and legal name, address, phone, fax number and email of the company or person with whom the College is contracting.
2. Name of SPC department contact person, phone and fax number that can be contacted to discuss processing and finalizing of Contract/Agreement.

Description/Nature of Contract/Agreement portion of Request for Contract (Incomplete information may delay the preparation and approval of your Contract/Agreement):

1. Date the Contract/Agreement is intended to become effective and the duration (ending date) of the Contract/Agreement.
2. General purpose or overview of the Contract/Agreement.
3. If a Contract/Agreement has been furnished by the other party with acceptable terms and conditions, please attach the Contract/Agreement. If so, skip steps 4. - 8.
4. The duties/responsibilities of the college under the Contract/Agreement including any payment or consideration to be paid by the college.
5. The duties/responsibilities of the party with whom the college is contracting and the consideration to be paid by the said contracting party to the college.
6. Whether there should be a provision for termination of the Contract/Agreement upon some event/occurrence or upon notice to the other party.
7. If a purchase relates to equipment, software or other item involving a warranty or guarantee, please include the warranty or guarantee the college expects to receive. (Include any warranty or guarantee information provided you by the seller.)
8. Any other unusual provision or matter of importance that should be included.
9. **Any questions regarding the RFC or status of the Agreement should be presented to the legal services coordinator at 341-3259.**

Budget/Signature portion of Request for Contract:

1. Estimated expenditure/revenue: Please be sure to fill in this amount and indicate whether it is an expenditure or revenue.
2. Please be sure to fill in the department title of the department the Contract/Agreement is associated with.
3. Fill in the G/L Code and department number the expenditure or revenue is to be charged or credited.
4. Please have budget supervisor overseeing the Contract/Agreement sign, date and forward on to the appropriate provost/site administrator/or vice president. By signing this Request the budget supervisor is also certifying that he/she has carefully read any proposed Contract/Agreement furnished in connection with this Request (whether submitted with the Request or at a later time) and is in full agreement with the terms thereof unless otherwise specifically stated.
5. The appropriate provost/site administrator/vice president/cabinet member will then forward the Request for Contract on to the Purchasing Department for approval and signature. Purchasing will then forward same to Accounting/Business Services for budget approval and signature. Upon approval of budget, the Request for Contract will be given to the supervising senior vice president for approval, signature and transmission to the general counsel's office.

FORM ROUTING

ONCE SIGNED, THE REQUEST FOR CONTRACT FORM IS TO BE SENT BY PROVOST/SITE ADMINISTRATOR, VICE-PRESIDENT/CABINET MEMBER DIRECTLY TO PURCHASING.

ONCE RECEIVED BY THE LEGAL DEPARTMENT FROM SUPERVISING VICE PRESIDENT, THE RFC WILL BE REVIEWED/CONTRACT PREPARED AND APPROVED AND SENT OUT TO AGENCY/VENDOR.

AFTER APPROVAL AND ONCE A FULLY SIGNED CONTRACT/AGREEMENT IS RECEIVED FROM AGENCY/VENDOR, A COPY OF THE RFC WILL BE RETURNED TO THE BUDGET SUPERVISOR ALONG WITH A COPY OF THE SIGNED CONTRACT/AGREEMENT.