

Information Form Needed to Generate a Contract

**COMPLETE INFORMATION FORM AND RETURN IT TO
THE OFFICE OF FINANCE AND ADMINISTRATION – WA 238**

Department _____

Department Contact Person _____ Phone No. _____

Amount of Contract _____

Travel Expenses Paid? _____ Yes _____ No If yes, what amount? _____

Purchase Order No. _____ Cost Center _____ Object Code _____

Vendor Name and Address _____

Purpose of Contract _____

Begin Date _____ End Date _____

Terms of Payment _____

University's Responsibilities (Attach separate sheet if necessary) _____

Contractor's Responsibilities (Attach separate sheet if necessary) _____
