**FLORIDA A&M UNIVERSITY**



**OFFICE OF PROCUREMENT SERVICES**

**CONTRACT APPROVAL AND SUMMARY FORM**

**DOCUMENT TYPE: New/Original Contract**

***Submitted By \_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_*

***Date Printed Name***

**ORGANIZATION/COMPANY’S INFORMATION**

1. Vendor Name: Click here to enter text.
2. Vendor Type: Choose an item.
3. Vendor ID Number: Click here to enter text.
4. Contact Name: Click here to enter text. Address: Click here to enter text.

**CONTRACT INFORMATION**

1. FAMU Contract Number (To be completed by Office of Procurement): Click here to enter text.
2. FAMU Contract Manager, Name/Department/Phone Number: Click here to enter text.
3. Purpose of Contract/Sub-Grant and Summary of Services:
   * Click here to enter text.
4. Planned Contract Start Date: Click here to enter a date.
5. Original Contract End Date: Click here to enter a date.

**PROCUREMENT INFORMATION**

1. Procurement Method: Choose an item.
2. If Procurement Method is FAMU Regulation 6.005(10) select type of action: Choose an item.
3. If Procurement Method is FAMU Regulation 6.005(11) select service type: Choose an item.

**FINANCIAL INFORMATION**

1. Original Contract Amount: $Click here to enter text.
2. Department ID: Click here to enter text.
3. Fund Code: Click here to enter text.
4. Program Code: Click here to enter text.
5. Project ID: Click here to enter text.

If the contract crosses fiscal years, show the encumbrance coding for each year on a separate page as an attachment.