



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Please answer the following questions prior to submitting your contract for review to the Contract Compliance Office. Please submit your contract in a timely manner to allow a 5-day review process.

Purpose and/or intent of contract. _____

1) Departmental Contact

- A. Name _____
- B. Title _____
- C. Email _____
- D. Phone # _____
- D. Fax # _____

Please ensure that the appropriate person has initialed or signed the contract as approval that the terms and conditions of the contract are able to be met by the department.

2) Budget Information Please be aware that if the funds are not encumbered in the listed account, the contract will be sent back to you.

- FAMIS Account # _____
- FAMIS Requisition # _____
- Amount: _____

3) Vendor Name:

- A. Company Name: _____
- B. Contact Name _____
- C. Title _____
- D. Email _____
- E. Phone # _____ Fax # _____
- F. Vendor's Mailing Address for Contract

4) Date Contract was received by Department _____

- Date of Event: _____
- Date Deposit is Required (if applicable): _____

5) Is insurance required by vendor? _____ If yes, vendor needs to send copy of valid insurance certificate with the following minimum requirements.

- General Aggregate: \$2,000,000
- Products/OC: \$1,000,000
- Personal and Advertising injury Limits: \$1,000,000
- Each Occurrence Limits: \$1,000,000
- Fire Damage Limit: \$100,000.
- Medical Expenses Limit: \$1,000 or \$5,000.

6) Date contract received in Contract Office: _____

7) Date contract forwarded to Purchasing Office: _____

8) Date contract returned to Contract Office: _____

If it has been determined that bidding is necessary during the contract review process, please allow a minimum of 10 days and a maximum of 30 days for the bidding process to be completed. The length of the process will be determined by the dollar amount of the proposed contract.