

# FLORIDA POLYTECHNIC UNIVERSITY

## Contract Intake Form

Contract Type:

Procurement Method:

Contract Name:

Contract Ref:

Grant:

Approved by Grant Specialist?

Begin Date:

BUDGET: Total Contract Amt (including renewals):

End Date:

1st FY:

FY Amt:

Renewal:

2nd FY:

FY Amt:

Amendment:

3rd FY:

FY Amt:

4th FY:

FY Amt:

5th FY:

FY Amt:

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Purpose/SOW:

Benefit to  
University:

Travel Included: Yes No

Travel Amount:  
(include in FY amt)

Rates: Fixed Cost Fixed Rate

Pymt Schedule: Monthly/quarterly/annual

Pymt Amt:

On Campus  
Service: Yes No

If "Yes", COI must be obtained from supplier and submitted with the  
Contract In-Take Form.

Comments:

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Requesting  
Department:

E-mail:

Contract  
Manager:

Phone:

Authorization  
Dept Head  
Name:

Dept Head  
Signature:

E-mail:

**\*Budget Approval**

We certify Budget has been approved and is available for this transaction.  
Budget Approval MUST be checked or form will be returned.

# FLORIDA POLYTECHNIC UNIVERSITY

## Contract Intake Form

SUPPLIER:

Mailing Address:

City:

State:

Zip:

Country:

Phone:

Contact Person's

E-mail:

Name:

Has the University entered into a similar contract with this Company before?

Yes

*If yes, **please attach a copy of the previous contract.***

*If this is a **renewal, extension or amendment** to a contract, attach the underlying contract and any previous renewals, amendments, etc.*

No

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Is this contract for the **purchase of, maintenance of, or services related to computers, hardware or software?**

Yes

No

Will this contract result in vendors having **access to our information technology infrastructure or network?**

Yes

No

**If Yes** to one or both, you must obtain the appropriate approvals per the FPU Software Request process. To do so, submit your request via the Software Request Help Desk found in the [Florida Polytechnic University Help Center](#). Detailed steps, as well as tips and techniques for expediting your request, are available on the Florida Poly website [here](#).

### Processing Dates

Date Sent to Procurement:

Date Sent to Legal:

Date Procurement Received:

Reviewing Attorney:

Received By:

Date Received from Legal:

Comments: