

Florida International University  
**CONTRACT INTAKE FORM**

For Contracts of **\$75,000** or more (total value with renewals)  
For the **Purchase** of Goods, Services, Meeting Space, Licenses and Leases

**Requisition #:** \_\_\_\_\_

**OGC will review the contract as to form and legality. You are responsible for reading the contract and ensuring that the business terms and conditions of the contract are clear, accurate, complete, and will satisfy your business needs.**

**Description of Contract:** \_\_\_\_\_

*If contract is an affiliation agreement, gift agreement, or sponsored research agreement, this is not the appropriate form.*

**College/Department/Division/Unit** initiating contract: \_\_\_\_\_

Name and Title of University individual responsible for contract: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Contractor/Vendor/Other Party:** \_\_\_\_\_

Contact person's Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Has FIU entered into a similar contract with this company before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, **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 or amendments etc.

**Deadline** (date by which contract needs to be reviewed) \_\_\_\_\_

Please afford 15 business days for review by OGC. If review of this contract is urgent, please provide information, including deadlines and special circumstances, regarding the urgency sufficient to justify prioritizing review of this contract over other contracts. Notations like "Needed ASAP" or "Expedite" are not sufficient.

Special circumstances: \_\_\_\_\_

**Term of Contract** (beginning and ending dates for initial term) \_\_\_\_\_

**Total Cost of Contract:** \$ \_\_\_\_\_ If contract is renewable, **cost for renewals:** \$ \_\_\_\_\_

**Source of Funds:**

E&G \_\_\_\_\_ Aux. \_\_\_\_\_ C&G \_\_\_\_\_

Other (specify) \_\_\_\_\_

Are all documents, exhibits or attachments mentioned in the contract attached and legible? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is an electronic copy of the contract available? \_\_\_\_\_ Yes \_\_\_\_\_ No

If available, please send to palomare@fiu.edu

Would you like for the attorney assigned to review this contract to contact you before reviewing? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Contract Initiator Date

I or my designee has read the contract and it is an accurate and complete representation of the business terms between the parties.

Contract Approved by:

\_\_\_\_\_  
VP/Dean/Director Date

**SEND THIS FORM AND ALL RELATED DOCUMENTS TO PURCHASING – CSC 410  
PURCHASING WILL PROCESS AND SEND TO THE  
OFFICE OF THE GENERAL COUNSEL FOR REVIEW**