

Florida International University
Office of the General Counsel

CONTRACT INTAKE FORM

[For Affiliation Agreements & any other Agreements not Requiring Payment from FIU]

Description of Contract (please print):

- College/Department/Division/Unit initiating contract: _____
- Name and Title of individual initiating contract: _____
- Phone Number: _____ E-mail: _____
- Contractor/Other Party: _____
- Phone Number: _____ E-mail: _____
- Deadline (by when the contract needs to be completed) _____
- Has FIU entered into a contract with this company before? Yes No
If so, please attach a copy of the previous contract.

Contract Terms:

- Term of Contract (beginning/ending dates) _____

Are all exhibits or attachments mentioned in the contract attached? Yes No

Are the contract and all attachments/exhibits legible? Yes No

Is an electronic copy of the contract available? Yes No

If available, please send to cavec@fiu.edu

The undersigned has read the attached Agreement, including all attachments and exhibits, and certifies that all of the contract terms are acceptable.

Contract Originator
(Business Administrator, Principal Investigator
or other Responsible Party)

Date

VP/Dean/Director

Date