



Contract Summary Form

PROJECT NAME:

DATE:

OVERVIEW:

**ANNUAL CONTRACT VALUE
(Excluding Tax):**

**TERM: TOTAL CONTRACT VALUE
(Excluding Tax):**

BUDGET TYPE:

CURRENT YEAR BUDGET:

RC NAME:

RC NUMBER:

CONTRACT WITHIN BUDGET (IF NO, EXPLAIN BELOW):

COMPLIANT TO PROCUREMENT PROCEDURES:

PROCUREMENT JUSTIFICATION (DEMONSTRATE VALUE, IF NOT THE LOWEST COST OPTION):

SUPPORTING DOCUMENTATION:

ADJUSTMENTS TO CONTRACT?:



Contract Summary Form

ORIGINATOR:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____

FIRST APPROVAL:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____

SECOND APPROVAL:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____

THIRD APPROVAL:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____

FOURTH APPROVAL:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____

FIFTH APPROVAL:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____

SIXTH APPROVAL:

NAME: _____ TITLE: _____ DATE: _____ SIGNATURE: _____