

Date: \_\_\_\_\_ CU Business Purpose: \_\_\_\_\_ Supplier (Vendor) Name: \_\_\_\_\_  
 Requestor: \_\_\_\_\_  
 Department/Program: \_\_\_\_\_ Shipping Address: \_\_\_\_\_ Supplier Email: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Supplier Telephone # \_\_\_\_\_  
 Chartstring: \_\_\_\_\_

**GOODS** (Equipment, Supplies, Books, On-site Catering, etc.)

QUANTITY	UNIT	ITEM DESCRIPTION	CATALOG #	PRICE/UNIT	AMOUNT

See back page for additional lines

GRAND TOTAL: \$ \_\_\_\_\_

SUPPORTING DOCUMENTS FOR GOODS

- \$1 - \$9,999 One (1) Proposal, Quote or Invoice
- Certificate of Insurance (COI) if installation on CU premises
- \$10,000 - \$249,999 Two (2) Proposals, Quotes or Invoices
- Catering Contract and/or CU Amendment
- \$250,000 + At least Three (3) Proposals, Quotes or Invoices
- Liquor License Permit (for on-site catering with alcohol)

**SERVICES** (Consultants, Contract Services, etc.)

SERVICE DESCRIPTION	AMOUNT	START DATE	END DATE	QUOTE NUMBER	QUOTE DATE

SUPPORTING DOCUMENTS FOR SERVICES

- \$1 - \$24,999 One (1) Proposal, Quote or Invoice
- Scope of Work (SOW)
- Independent Contractor Certification (for Individuals)
- \$25,000 + Two (2) or more Proposals, Quotes or Invoices
- CV/Resume or Company Brochure
- Service Provider Agreement (if applicable)
- Photography Rider (Photographers/Videographers)
- Certificate of Insurance (COI)

