

Contract Request Form

Complete the following form and email it to procurement@iastate.edu.

Or, if you are working with a specific procurement agent, you may email directly to the agent.

A Procurement Agent will review and contact you with any questions.

Contractor Name: _____
(This may be a company or an individual)

Contractor Contact Name: _____

Contractor Email: _____

Start Date of Work: _____ **End Date of Work:** _____

Is the Contractor a current or former employee of the University?	Yes	No
If yes, will the contracted work be similar to work performed as an employee?	Yes	No

Is the Contractor a current or former student/postdoc?	Yes	No
If yes, will the contracted work be similar to work performed as a student/postdoc?	Yes	No

Will this be a one-time project or ongoing work? _____

Scope of Work: Describe in as much detail as possible the work that the contractor will perform. (Attach additional pages if necessary)

Deliverables:

What will the contractor provide to you; reports, presentations, trainings, etc.? (Attach additional pages if necessary)

When is the contractor required to provide these deliverables? (Attach additional pages if necessary)

Payment:

Describe how much the contractor will be paid for the work and when the payments will be made (it is preferred to pay based on receipt of the deliverables described above).

Will travel expenses be allowed on this contract? If so, provide the maximum dollar amount allowed.

Will federal funds be used for this purchase? Yes No

ISU Department Contact Name: _____