



# UNIVERSITY OF NOTRE DAME

## Procurement Services Contract Approval Request

Current Date:		Return By:			
Authorized Official (Signatory):		Return To:			
Originating Department:		Department POC:			
FOAPAL Assigned (Required for obligations over \$10,000):					
Restricted Fund <input type="checkbox"/> Federal Funds <input type="checkbox"/> Unrestricted Funds <input type="checkbox"/>					
<b>Overview:</b>					
Contract (or Purchase) Value:		Base Year \$ Optional Years: \$			
Supplier:					
Were other suppliers with a Notre Dame agreement considered for this opportunity Yes <input type="checkbox"/> No <input type="checkbox"/>					
Contract Description:					
Requisition in buyND		Yes <input type="checkbox"/> No <input type="checkbox"/>	RFP # Reason why no RFP:		
<b>Contract Type:</b>					
Agreement Type:		Firm Fixed Price <input type="checkbox"/> Time and Materials <input type="checkbox"/>			
Risk Score:		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>			
Risk Score Explanation:					
Procurement Specialist:					
Procurement Contract Specialist:					
<b>Approvals / Review</b>					
Name:		Department:		Date:	
Name:		Department:		Date:	
Name:		Department:		Date:	
Name:		Department:		Date:	