

OFFICE OF CONTRACTING
& PROCUREMENT

In order to prepare resolutions for the Board of Trustees please submit the following six (6) weeks prior to the Board of Trustees meeting.

Department	
Contact Person	
Vendor Name	
Vendor Banner ID	
FOAPAL	
Requisition #	
Fiscal Year	
Contract Amount	

Type of Purchase	
<input type="checkbox"/>	Competitive Purchase (Bid)
<input type="checkbox"/>	Lease Purchase (Length of lease, beginning date and ending dates)
<input type="checkbox"/>	Rental
<input type="checkbox"/>	Maintenance Contract
<input type="checkbox"/>	State Contract
<input type="checkbox"/>	Professional Services (doctors, entertainment, etc.) <i>Specify:</i>

Contract Period	
Supporting Documentation	
Funding Source	

Reason for Purchase:	

Signatures			
Department Head		Date	
Divisional Vice President		Date	

If you have any questions or concerns, please contact Christine M. Brasteter, Senior Director of Contracting & Procurement at (856) 256-5173 or brasteter@rowan.edu