

# CONTRACT COVER SHEET

**Instructions:**

- x All contracts submitted to General Counsel must have the Contract Cover Sheet
- x ( P D L O the completed cover sheet along with all contractual documents (with attachments, exhibits) and send to GC's office
- x ' R 1 2 7 L Q F O X G H D Q \ F R Q W U D F W Q R W H V \$ W W R U Q H \ F O L H Q W S U L Y L O H J H G F R P P
- x Once approved, GC's office will return all to requestor/VP for signature
- x Once fully executed, requesting department returns entire SCANNED package (cover sheet, contractual documents with attachments, exhibits) to [contractscan@wichita.edu](mailto:contractscan@wichita.edu)

Date:		Today's date
Requestor 's Name:		Your Name
Requesting Dep artmen t:		Division/College/Department
Requesting ORG Code:		Banner Department #
Fund Code:		Banner Fund for purchase
Vendor Name:		Vendor name from contract
Contract Signed by:		VP or Authorized Signer Name
Total Contract Amount:		Lifetime Cost
Contract Effective Date:		

vendor for original contract.

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General Counsel _____	Date    B B B B B B B B B B B B B B B B B B B

**\*\*PLEASE NOTE – Information contained on this document may be subject to Kansas Open Records Act.**