



Contract Submission Cover Sheet

Please email your contract along with this form to UA-PTC Contracts: contracts@uaptc.edu
This is an internal document only. Please do not circulate outside of UA-PTC.

DEPARTMENT INFORMATION

Submitted by

Department

Email

Phone

Date Submitted

Date Contract Received from Outside Party

OUTSIDE PARTY INFORMATION

Entity Name

Entity Contact Name

Entity Contact Email

Entity Contact Phone

CONTRACT / AGREEMENT INFORMATION

Briefly Explain the Purpose of the Contract / Agreement

Dollar Value (If Applicable)

Start Date

End Date

Type of Contract

Funding Source (Cost Center, Grant, etc.)

Has this contract / agreement been approved by your supervisor / VC? YES NO

Is this related to the purchase of computer hardware or software? YES NO

If yes, has this been reviewed and approved by the Chief Information Officer for any of the following: Americans with Disabilities Act (ADA), VPAT, Internet Security, and / or Third Party Integrations? YES NO

General Information:

- Any purchase over \$20,000 must be bid.
- UA-PTC will not agree:
 - o That the contract is to be governed by the laws of any state other than the State of Arkansas.
 - o To indemnify the other party to the contract.
 - o To jurisdiction in a state of the than the State of Arkansas.

- This contract will be reviewed with the assumption that all bidding, publication, and notice procedures required under Arkansas law have been followed. If these procedures have not been followed, you should not pursue this contract until full compliance with Arkansas Procurement laws have been achieved.
- Any revised language or additional changes the vendor makes to the contract/agreement must be resubmitted to UA System Legal Counsel.
- All contracts must be signed by the Chancellor or Vice Chancellor for Finance.