

Los Angeles City College Administrative Services "How To" Book	Instructions – Contract Request Form	VII B-2-I
Instructions – Contract Request Form		

INSTRUCTIONS - CONTRACT REQUEST FORM

NOTES:

A Contract Request Form is required to initiate the process and obtain approvals for all agreements, leases, renewals, or amendments. It is also required for no-charge uses of facilities when the facility requires any type of agreement form to be signed.

This completed form must be received in the District's Business Services Division FOUR (4) WEEKS PRIOR to commencement of the Contract Period (excludes Short Term Agreements, Facilities Orders, and some Short Forms).

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1. Next to **Location**, the Initiator should enter the location (e.g., District, City, East, Harbor, etc.) from which this Contract Request Form is originating.
2. Under **Action**, the Initiator should check which type of transaction he or she is requesting (e.g., create, amend, renew, or terminate a contract). Other than creating a contract, the Initiator should also provide the **Contract #** on which action is being taken.
3. Check which type of agreement you will be using under the **General Agreement, Short Term Agreement, and Facilities** sections. If the type being requested is not listed, please supply the information in the **Other** section.
4. Under **CONTRACT INFORMATION**, include:
 - Beginning and ending dates requested for the contract;
 - The full legal name and address of contractor as it should appear on the contract (plus contact person, phone number, fax number, social security number/federal tax ID, license #/license type (if applicable));
 - SAP Vendor # (if known);
 - Billing information (per month/semester/contract period/other);
 - Details of the cost(s), per day/month/year/other; educational allowance (if applicable); and sales tax (if applicable);
 - For Specially Funded Program requests, attach a copy of the proposal and proposed contract or "boiler plate", if available, and a copy of the related Budget Transfers Authorization Form;
 - For Lease or Maintenance of Equipment, please include the manufacturer's serial number, if available, and physical location of the equipment. If applicable, include any installation or removal charges;
 - For Lease of Facilities for credit or non-credit classes, attach a schedule of classes.
5. Under **LOCATION INFORMATION**, include:
 - Requestor's name, title/position, department, and phone number and/or extension;
 - Contact person's name and phone # and/or extension (complete only if information is different from Requestor);
 - For Funds Center Approval, specify the Fund, G/L Account and WBS/Cost Center being charged and obtain the signature of the individual who has approval authority for the specified Funds Center;
 - Obtain the signatures of the Vice President of Administration and the President (if College-initiated) or the Manager and Director (if District-initiated). These signatures certify that the Contract Request Form has been examined and the proposed expenditure is considered appropriate.
6. Under **SPECIFIC DESCRIPTION, PURPOSE AND JUSTIFICATION**, please give full and complete details for each. For Human Resources contracts, define the nature and scope of the service to be provided. Specify **exactly** what is to be provided by the Contractor and also **exactly** what is expected of the District (if applicable). If needed, attach a separate sheet to allow for more descriptions of each section. Finally, include the amount under the **ESTIMATED COST FOR TOTAL CONTRACT PERIOD** section.

After obtaining all necessary approvals, forward the Contract Request Form to your appropriate Purchasing/Contracts Group for further processing.