

SHORT FORM CONTRACT DOCUMENT CHECKOFF LIST

Contract requests should be submitted at least 40 days prior to the date service or work is scheduled to begin or any promotional advertising is generated.

A Short Form Contract request package will include:

- _____ A&C Resolution /Contract Data Sheet (printed on yellow paper)
- _____ Justification Memo
- _____ Short Form Contract & Terms and Conditions Check Off List.
- _____ Procurement Determination
- _____ Quotations/bids from the Contractor/Consultant/Service Provider
- _____ Any Quotation “spec” sheets sent to prospective bidders

See Section 610 of the PRC Playbook for complete instructions.

Please remember: You must advise all recommended Contractors/Consultants/Service Providers they must agree to receive payment via electronic funds transfer (“EFT”) and will be required to submit completed Vendor Direct Payment Authorization paperwork to the Finance Department if they are not already enrolled.