

CONTRACT COVER SHEET

SAMPLE

(1) Agcy No. 367	Div. No. (2)	Current Doc. No. 328730 R1 (3)
Agency Contract No. (6)		

Document Date: 07/24/2007 (4) Effective Date: /2007 2:52:2 (5)

<p align="center">Vendor Information</p> <p>Vendor Alpha Prefix _____ Local Enc. # _____</p> <p>No/Sfx (7) _____</p> <p>Name (8) _____</p> <p>Street _____</p> <p>City, St. & Zip _____</p>	<p align="center">Contracting Agency Name & Address</p> <p>Name Kansas State University</p> <p>Dept. (9) _____</p> <p>Street _____</p> <p>Contact: _____</p> <p>Phone No. _____</p>
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Sfx	T/C	Ref Doc	Sfx	M	Fund	BFY	Index	PCA	Obj	Amount	Project	Award	Source	Org	Object			
(10) 01		(11)	(12)		(13)		(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)
02																		
03																		
04																		
05																		
06																		
07																		
08																		
Total:										0.00								

CONTRACT TYPE:

- New Contract
- Amended Contract Terms (26)
- Re-encumber Previously Approved Contract

Prior Doc. No.

(27) _____

CONTRACT DESCRIPTION:

(28)

Legal Basis for Contract

(Cite state or federal statutes or regulations, etc.) (29)

PAYMENT SCHEDULE:

Total Contract Commitment Amount \$ (30)

Contract Beginning Date (31) _____ Contract Ending Date (32)

Payment Frequency: (33) _____ payment(s) of \$ _____ due _____

Payment Frequency: _____ payment(s) of \$ _____ due _____

APPROVALS:

(34) _____ Date _____
 Director of Purchases

(35) _____ Date _____
 Director of Accounts and Reports

Approved as to form and execution:

(36) _____ Date _____
 (Dept. Admin. Att.) (Att. Gen.)

(37) _____ Date _____
 Agency Attorney

(38) _____ Date _____
 Department Head

This contract was prepared and executed at my direction with full knowledge of the obligations incurred. All required approvals for our State agency have been obtained.

(39) _____ Date _____
 Agency Authorized Signature

An Equal Opportunity Employer

Circle: 1. Agency (Purchasing) 2. Div. of Accounts & Reports 3. Div. of Purchases 4. Contractor 5. Agency (Accounting) 6. Agency

