

CONTRACT REQUEST FORM

For use by California State Polytechnic University, Pomona Departments requesting the development or review and signature of a Contract. This Form applies to all new and existing renewal Contract requests where State Funds are not being encumbered. This form does not apply to Public Works construction and/or related contracts.

All information must be provided and all questions must be answered. Responses should be thorough or this request may be returned for more information. Attach additional sheets and supporting documentation as necessary.

PART I: Requestor Information	
Division/ College:	
Department:	
Name and Telephone No:	
Email Address:	

PART II: Contractor / Service Provider or Site Information	
Contractor / Service Provider or Site Name & Address:	
Contact Name :	
Telephone Number:	
Email Address:	

PART III: Contract Information	
Classification of Proposed Contract: (i.e. Clinical Agreement, Federal Work Study, International Study Abroad, Internship Agreement, Lease Agreement, Internal Master Agreement, General "Zero Dollar" Agreement, Service Learning Agreement, Student Teaching Agreement, Teaching Intern Agreement , EULA(s) or other)	
NARRATIVE QUESTIONS:	
1. Describe the reason for requesting this contract and the anticipated benefit to the University.	
2. Provide an overview of the proposed scope of this contract.	
3. Describe any other significant factor(s) that will assist in the review and approval of this request.	

PART IV: Documentation	
Provide the following documents as part of the request documentation with this Contract Request Form (REV 2/13/2026) :	
1. Copy of the proposed contract and/or proposal.	
2. Any additional back-up information that will assist in the processing of this Contract Request.	
3. All Software related Agreements must be pre-approved by Campus IT - ATI Section 508 Compliance Documentation must be provided as part of this Request.	

PART V: Required Approvals

This form requires approval by the highest ranking department representative or designee, prior to submitting to California State Polytechnic University, Pomona- Procurement Services. The typed name and signature must match. The highest ranking Department Representative or designee may designate one person to sign on his/her behalf - Subject to CPP- Procurement Services approval.

Name/Title (typed):	
Signature:	Date:

PART VI: Procurement Services Review (Procurement Services Use Only)

Buyer Name:	Date Received:
Comments/Notes:	

SUBMITTAL INSTRUCTIONS:

Submit your completed Contract Request Form and all required back-up documentation using the Smartsheet submission link below:

<https://app.smartsheet.com/b/form/21ec2e609b8e46c5a0e3ea481ec2da8d>

The submission link can also be accessed from the Procurement homepage by navigating to:

Contracts and Agreements → Contracts Form and Status Checker → Contracts Form

QUESTIONS:

Questions regarding the request process or required forms should be directed to:

procurement@cpp.edu