



TEXAS A&M INTERNATIONAL UNIVERSITY

Requesting Department: _____ Contact: _____ *Department Head: _____
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### PURCHASE & CONTRACT REVIEW REQUEST

\*\*Please fill out the information herein, requested by the Purchasing Office. Once completed, forward completed form via e-mail to requestor. If part of a contract, forward with copy of contract to [contracts@tamiu.edu](mailto:contracts@tamiu.edu). Purchasing will ensure all documentation is complete and that all approvals are obtained. Contracts over \$100,000 will be sent to TAMUS Office of General Counsel for review.\*\*

Vendor Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Vendor e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a purchase for software/hardware? If yes, contact OIT & OIT Security for approval.  
 Will work be done by or with a foreign vendor? If yes, contact Budget & Payroll Office for approval.  
 Is this a purchase of equipment? If yes:  
 A. Has a space been identified & approved by department head/dean & Environmental Health & Safety?  
 B. Estimated weight & dimensions? \_\_\_\_\_

Value of purchase/contract: Per year (if applicable): \_\_\_\_\_ Total value: \_\_\_\_\_  
Is this needed by a certain date, if yes, when? \_\_\_\_\_  
If contract, start & end dates: \_\_\_\_\_

**What will this purchase be used for, how and by whom? (provide brief summary):**

**How will the purchase benefit the department and University?**

To your knowledge, are any System counterparts using this vendor for the same products/services?  
If yes, provide contact information: \_\_\_\_\_

**Additional information.** \*If purchase is over \$5,000, were other vendors considered/contacted? Why was this vendor selected? If applicable, why is it needed by the date stated above? Where will equipment be placed? Are renovations needed? Additional costs for renovation?

Department Head/Budget Authority's signature below: (1) certifies acceptance of terms and conditions of the contract; And (2) that to the best of their knowledge, there is no conflict of interest in entering into an agreement/making a purchase with this vendor.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Purchasing use:</i>	
Date received for review: _____	Reviewed by (initials): _____
Date sent to OGC: _____	Date returned from OGC: _____
Purchasing Approval: _____	Contracts Approval: _____