



Supplier Contract Notification Form

Contract # (if existing) _____

Supplier Name _____

Supplier ID _____

Please complete and attach the following information to the contract and send to Contracts and Procurement for processing.

Hard Copy of Fully Executed Contract Returned to:

Contact Name _____ Courier Address _____

Special Instructions:

Notice of Approved Contract

Attention to _____ Email _____

Attention to _____ Email _____

Attention to _____ Email _____

Contract Expiration (Must have a PeopleSoft User ID)

Notice of Expiration 120 days prior 90 days prior 60 days prior other _____

Contact Name _____ Contact Email _____

Special Instructions:

Contract Insurance Expiration (Must have a PeopleSoft User ID)

Notice of Expiration 120 days prior 90 days prior 60 days prior other _____

Contact Name _____ Contact Email _____

Special Instructions:

Not-to-Exceed Contracts Only: *Notice of Approaching Limit*

Notify when _____ % of contract limit spent.

Contact Name _____ Contact Email _____