

CFAES Service Center
University Service Agreement Request Form
Revised: April 2022

Instructions

1. Complete this form to request a "University Service Agreement" be issued to a non-catalog supplier.
NOTE: This form only applies to "UNIV" funding.
2. Obtain a detailed quote, proposal and/or technical specifications from the supplier. These documents must be dated within the last 30-days.
3. Attach this completed form and other supporting documents (step #2) to the Workday non-catalog requisition.
4. Please reference the "University Service Agreement FAQ" for additional information.

CFAES Department and Primary Customer Contact Information

CFAES Department:		Requisition Number:	
Contact Person:			
Contact Phone:		Contact Email:	

Non-Catalog Supplier Information

Supplier Name:			
Representative Name:			
Representative Phone:		Representative Email:	

Scope of Work: Describe, in detail, the work or project the non-catalog supplier will perform for the University. The explanation should include technical details, equipment used, products and materials, etc. Attach additional sheets if needed.

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Justification: Describe, in detail, why a University catalog supplier is unable to fulfill the Scope of Work. Attach additional sheets or documentation if needed.

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Estimated Work Dates: A non-catalog supplier is not permitted to begin work until this request has been reviewed and approved by Purchasing and/or other University departments, and, the "University Service Agreement" fully executed with supplier.

Estimated Start Date:		Estimated End Date:	
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