



DEPARTMENTAL CONTRACT AGREEMENT LETTER

DATE:

SUBJECT: Contract associated with Requisition/Bid/Service Agreement:

PRODUCT NAME/SERVICE:

VENDOR NAME:

Specific language reviewed: _____

The Contract has been reviewed by:

Legal Services?	Yes ___	No ___	Who?
Risk Management?	Yes ___	No ___	Who?
RSP for Federal Funds?	Yes ___	No ___	Who?
Other Administrative Offices?	Yes ___	No ___	Who?

I acknowledge that I have read and understand the attached vendor agreement/terms and conditions and will assure compliance with all terms and conditions therein. I attest that I do not have a connection to or a financial interest in the organization with which this contract is made.

Signature of Principal Investigator

Signature of Dean or Director

Printed or typed name/title

Printed or typed name/title

Department

Department

PURCHASING SERVICES

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