



**REQUEST FOR CONTRACT  
PROFESSIONAL/CONSULTING SERVICES**

By submission of this request, the requestor of the subject services understands and complies with COM CF Legal and CF Local whereby only the college President and authorized designees are permitted to make a contractual commitment on behalf of the college. The following information, approvals and attachments must be obtained *prior* to the start of services.

1. **Description services to be acquired:** \_\_\_\_\_

2. **Purpose for services:** \_\_\_\_\_

3. **Estimated Fiscal Year Cost:** \$ \_\_\_\_\_

4. **Estimated total Contract Cost:** \$ \_\_\_\_\_

5. **Estimated length of Contract** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

6. **Is the G/L Account funded and approved in the current Fiscal Year budget:**

Yes \_\_\_\_\_ No \_\_\_\_\_

7. **G/L Account Number:** \_\_\_\_\_

8. **G/L Account Description:** \_\_\_\_\_

\_\_\_\_\_  
**Requestor (Print & Sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**V.P (Print & Sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**V.P for Fiscal Affairs (Print & Sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Executive Director of Human Resources (Print & Sign)**

\_\_\_\_\_  
**Date**

**ATTACHMENTS** to follow final approval of the subject form: <http://www.com.edu/purchasing>

- A. New Vendor Request Form (If applicable)
- B. Professional/Consulting Services Agreement