



REQUEST FOR CONTRACT 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. **Name of firm or consultant:** _____
2. **Description of services to be acquired:** _____
3. **Purpose for services:** _____
4. **Estimated Fiscal Year Cost:** \$ _____
5. **Estimated total Contract Cost:** \$ _____
6. **Estimated length of Contract:** Start Date: _____ End Date: _____
7. **Is the G/L Account funded and approved in the current Fiscal Year budget:**
 Yes _____ No _____
8. **G/L Account Number:** _____
9. **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