

UW-EXTENSION
CONTRACT SIGNATURE REQUEST

Requested by: _____

Department: _____

Address: _____

Phone #: _____

The contract needs a signature by (date): _____

The Purpose of the contract: _____

- Primarily UW Employees – State lodging & meal limits apply
- Primarily others – registration fee charged
- Other: _____

The contract will be paid using the following funds:

- The contract is over **\$5,000** and a requisition is required and will be submitted in advance of the event.

The following has been reviewed and approved by the requester:

- Cancellation Clause per contract – *read carefully*
- Minimums: Food, Beverage and Guest Rooms per contract
- Deposit of \$_____ (*This is strongly discouraged and should be negotiated out of contract, if absolutely required a requisition should be attached for processing*)

The following is being requested:

- Fax signed contract to #: _____
- Mail signed contract to: _____
- _____
- _____

- Return Original to Requester at above address
- Fax **copy** of contract to requester at #: _____
- Mail **copy** of contract to requester at above address
- Attach Letter of Credit in lieu of Credit Application
- Attach Tax Exempt Certificate
- High Risk Insurance Certificate Attached

Additional Comments:

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