



# Supplier Contract Notification Form

Contract # (if existing) \_\_\_\_\_

Supplier Name \_\_\_\_\_

Supplier ID \_\_\_\_\_

Please complete and attach the following information to the contract and send to Contracts and Procurement for processing.

### *Hard Copy of Fully Executed Contract Returned to:*

Contact Name \_\_\_\_\_ Courier Address \_\_\_\_\_

Special Instructions:

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### *Notice of Approved Contract*

Attention to \_\_\_\_\_ Email \_\_\_\_\_

Attention to \_\_\_\_\_ Email \_\_\_\_\_

Attention to \_\_\_\_\_ Email \_\_\_\_\_

### *Contract Expiration* (Must have a PeopleSoft User ID)

Notice of Expiration      120 days prior      90 days prior      60 days prior      other \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Special Instructions:

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### *Contract Insurance Expiration* (Must have a PeopleSoft User ID)

Notice of Expiration      120 days prior      90 days prior      60 days prior      other \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Special Instructions:

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### Not-to-Exceed Contracts Only: *Notice of Approaching Limit*

Notify when \_\_\_\_\_ % of contract limit spent.

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_