



Real Estate & Business Operations

Washington State University
 Real Estate and Business Operations - REBO
 Mailing: PO Box 641045, Pullman WA 99164-1045
 Physical: McCluskey Services Building
 2425 East Grimes Way
 Pullman, WA 99164-1045
 Phone: 509-335-2252

rebo.intake@wsu.edu

Refer to BPPM 10.11 for instructions.

Complete this sheet for all contracts except for purchasing agreements, sponsored project agreements, and personal services contracts.

If a Contract # or REID # Has Been Assigned, Please Specify It/Them Below
WSU C#:
REID #:

UNIT NAME	MAIL CODE	SUBMITTAL DATE
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NOTE: REBO requests at least 30 days from the date of receipt of a complete submission to review and provide an initial response. REBO cannot begin work on your submittal until it is complete. All completed submittals are reviewed on a first-come-first-served basis. REBO will endeavor to provide an initial response to your request within 30 days. This response time is contingent on workflow and is subject to change. REBO's initial response will not necessarily include a signed contract. Please allow ample time, and plan accordingly, for questions from our office or negotiation with the other party should your contract require changes.

Check this box if an alternative initial response date is requested.

Date initial response is requested _____

Explanation for requesting an alternative response date _____

UNIT CONTACT NAME	CONTACT EMAIL ADDRESS	CONTACT TELEPHONE
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THIS IS A CONTRACT WITH (COMPANY/OTHER PARTY NAME)	POINT OF CONTACT NAME		
ADDRESS	CITY, STATE, ZIP	TELEPHONE	EMAIL ADDRESS

PURPOSE OF CONTRACT

TYPE OF CONTRACT:

- | | | |
|---|---|---|
| <input type="checkbox"/> ACADEMIC PROGRAM | <input type="checkbox"/> REAL PROPERTY LAND ASSIGNMENT | <input type="checkbox"/> SERVICE CENTER/REVENUE |
| <input type="checkbox"/> AFFILIATION | <input type="checkbox"/> REAL PROPERTY LEASE | <input type="checkbox"/> SPEAKER/PERFORMER |
| <input type="checkbox"/> FACILITIES USE | <input type="checkbox"/> REAL PROPERTY PURCHASE/ACQUISITION | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> INTERAGENCY | <input type="checkbox"/> REAL PROPERTY SALE/DISPOSITION | |
| <input type="checkbox"/> LODGING | | |

THE CONTRACT IS A:

- | | | |
|--|--|---|
| <input type="checkbox"/> NEW CONTRACT | <input type="checkbox"/> RENEWAL OF EXISTING CONTRACT
(attach a copy of existing contract) | <input type="checkbox"/> AMENDMENT TO EXISTING CONTRACT
(attach a copy of existing contract) |
| <input type="checkbox"/> WSU MASTER AGREEMENT | <input type="checkbox"/> REQUEST TO DRAFT FROM SCRATCH
(complete and attach Working Term Sheet found on REBO website) | |
| <input type="checkbox"/> WSU STANDARD TEMPLATE | | |

IF THIS IS A CONTRACT FOR USE OF NON-STATE OR NON-PUBLIC FACILITIES: Attach written justification approved by responsible dean, director, chair or higher. See the SAAM 10.10.55 justification form, available at: <https://rebo.wsu.edu/submitting-a-request/>

CONTRACT TERMS:

START DATE	END DATE	RENEWAL DATE (if any)	
		From:	To:
PAYMENT PERIOD	NO. OF PAYMENTS	AMOUNT PER PERIOD	TOTAL AMOUNT

IMPACT ON UNIVERSITY RESOURCES (Check and describe all resources that apply)

RESOURCES	DESCRIPTION	COST TO UNIVERSITY	REVENUE TO UNIVERSITY
<input type="checkbox"/> Dollars			
<input type="checkbox"/> Other			

PAYMENT

Is this contract (check one): <input type="checkbox"/> Sole Source Award <input type="checkbox"/> Competitively Awarded <input type="checkbox"/> Direct Buy <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A							
Fund source(s): (Provide budget/project(s)/object/sub-object/source/sub-source):							Check Appropriate Fund Source: <input type="checkbox"/> Federal <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Private Grant <input type="checkbox"/> Other
_____	_____	_____	_____	_____	_____	_____	
Funds	Budget	Project	Object	Sub-object	Source	Sub-source %	
_____	_____	_____	_____	_____	_____	_____	
Funds	Budget	Project	Object	Sub-object	Source	Sub-source %	
Additional Information or comments:							
PAYMENT METHOD (Check one) <input type="checkbox"/> PURCHASING CARD <input type="checkbox"/> WSU CHECK <input type="checkbox"/> WIRE TRANSFER <input type="checkbox"/> AUTOMATED CLEARING HOUSE (ACH) (Contract payments made by (Electronic transfer) Purchasing card must be in compliance with BPPM 70.08)							
DIRECT BILL FOR LODGING If this contract requests direct billing for WSU employee lodging, payment of lodging expenses must be in compliance with BPPM 95.06.							
INSURANCE Is a Certificate of Insurance required? <input type="checkbox"/> YES** <input type="checkbox"/> NO **If yes submit a completed Request of Certificate of Insurance (BPPM 50.11) to the Office of Risk Management. See BPPM 50.11 for form instructions							

Please complete this section for Real Property agreements (e.g., Lease/Purchase/Land Use)

University function (teaching, research, or service-please specify):
Present location/preference for general location (requested location may be affected by factors of University use plans or other department requests, etc.):
Describe location, size of area, and show boundaries, attach a map if necessary:
Describe proposed use of real property (office, library, classroom, laboratory, storage, etc. - please indicate any unusual space needs):
Criteria and requirements for space (special air conditioning, special wiring, special telephone, computer and other related equipment, copy machines, etc.):
Management program for area and statement of responsibility by department/agency for preparation, maintenance, and restoration of site, applicable for land assignment or real property:

CERTIFICATION OF APPROVING PARTIES:

I have read this contract entirely. I am satisfied with its description of what is to be provided to the University. I am also satisfied with the description of the University's obligations and all other provisions of this contract, except as noted in any attached memorandum.

EXPENDITURE AUTHORITY NAME/TITLE	SIGNATURE OF EXPENDITURE AUTHORITY	DATE
DEAN, DIRECTOR, CHAIR, OR HIGHER NAME/TITLE*	SIGNATURE OF DEAN, DIRECTOR, CHAIR OR HIGHER	DATE

*If this is a Real Property matter, a Dean or Vice President must sign.

DEAN OR VICE PRESIDENT NAME/TITLE*	SIGNATURE OF DEAN OR VICE PRESIDENT	DATE
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