College of
Agricultural, Human, & Natural Resource Sciences
Washington State University

Contract Request Information

Please send all contract requests and other required documents to the CAHNRS Business Services Contracts Specialist at contracts.bc@wsu.edu. If the following documents are not included (if applicable), your contract will be delayed as the Contracts Specialist will not be able to process the contract. REBO or Central Purchasing will work with the contacts listed on the Contract Request Form if there are any issues or questions. **Please allow 30 – 60 days for contract processing**.

- **Additional Rules, Regulations, Exhibits, Addenda and Attachments** (if applicable) - Any additional documentation referenced in the contract or applicable to the contract should be included when the contract is submitted for review.

- **Contract Request Form** - Required for all contracts submitted to the CAHNRS Business Services Office for review (BPPM 10.11). Please complete the form and leave it unsigned. The signature on the form will be obtained by CAHNRS Business Services Contracts Specialist.

- **SAAM Form** - (if applicable) (Justification for Use of a Non-State Facility 10.10.55)– Required when a contract is for use of a non-state or non-publicly owned facility (if overnight lodging is included in the contract; this form is not required). Please complete the form. The signature will be obtained by CAHNRS Business Services Office Contracts Specialist.

- **P-card Exception Request** - (if applicable) – If a p-card will be used to make any payment, or provided to hold any space contractually, an exception must be submitted and approved. Please fill out the form and obtain the p-card holder's signature. The Area Finance Officer signature will be obtained by CAHNRS Business Services Office Contracts Specialist. If you need assistance with this form, please contact contracts.bc@wsu.edu.

- **Direct Bill Exception** - (if applicable) – Required if lodging is for non-WSU employees or students, WSU employees accompanying non-employees or students, or five or more employees booking a block of rooms. This exception is provided in the form of an approval email from the Controller's Office, there is not physical form available for this exception (See BPPM 95.06 for more information)