



Contract/Agreement Approval Transmittal Form (CAT)

Instructions:

1. Complete this form,
2. Attach the completed form, the contract/agreement and all associated documents to the email
3. Submit via email to The Office of Contract Administration oca@utdallas.edu to initiate contract review process.

Note: This form is generally used to request revenue-generating and non-procurement contracts. For contracts requiring UTD funds, please contact Procurement Management 972-883-2300.

Contact Information:

Contractor Name

Contractor Email

Describe the Statement of Work/Agreement

Is this a revenue generating contract? If yes, what is the anticipated yearly value? What is the yearly operating cost?

Does this project involve a program for academic or certificate credit?

Yes

No

Check

One:

New Contract

Renewal

Extension

Term: Start & End Dates

Auto-Renews?

UTD Contact Information:

UTD Department Requesting

Requestor Name

Requestor Email

Departmental Email or 2nd Email

Signature of Dean or VP

Date

Print Name