

External Sales Request Form

Section I			
Requestor Name:		Email:	
Position/ Title		Phone:	
Department:		Date of Request:	
Owner Name		Owner Email:	
Manager Name		Manager Email:	
Alternate Name		Alternate Email	

Section II
1. Describe the goods or services to be provided.
2. Will there be a contract for your goods or services?
3. List the potential customers, including University Customers.
4. What is the amount of projected annual cost to operate the external sales unit?
5. What are your projections for External Sales Revenue Volume?
6. Is University overhead being recovered in the proposed rate for external customers? If yes, what is the applied rate?
7. Who in the department will be responsible for the financial administration of the external sales unit? (List name, phone number and title)
8. What is the billing schedule for this activity? (Frequency of Billing, Billing amount)
9. How will the disposition of any excess funds be handled at the end of the relationship?
10. What will the procedure be for uncollectable receivables?

Section III - Requestor Certification	
	Certification: By checking this box, I, as the Requestor, certify that the above statements are true and apply to this request for approval to sell goods or services to external customers.