



**Office of Innovation to Complete**

I have reviewed the attached contract and purpose of the contract summary. I give my conditional approval for the contract to be reviewed by the Office of Research and a Procurement representative.

Director's Signature:

Date:

Name:

Email:

Campus Ph #:

Comments (if any):

**Office of Research to Complete**

I have reviewed the attached contract and purpose of the contract summary. I give my conditional approval for the contract to be reviewed by a Procurement representative.

AVP (or designee) Signature:

Date:

Name:

Email:

Campus Ph #:

Comments (if any):

## **Department Admin Staff Info for Completion of a Purchase Requisition**

### General Information

Procurement needs a way to track all contracts and, until another system can be created, is tracking contracts through the Procurement system even if there is not a dollar amount associated with the contract. This internal form was created so that requesters could complete this form and use the following information to get the needed information to Procurement.

### Information to Include on the Purchase Requisition

1. Include your standard Contact and Shipping information.
2. In the Header Information Comments section, include external contact (representative) information.
3. In the Supplier Information section, use the name, "**Supplier NO \$ VALUE**".
4. In the Order Detail section:
  - a. Include the name of the contract and the department point of contact (usually the faculty member, may be the department chair) for the Item Description.
  - b. Quantity should be 1, Unit of Measure should be EA (each), and Unit Price should be 1 dollar. Use standard department chartfield string.

### Items to Upload with the Purchase Requisition

1. Contract
2. Completed Supplemental Information Form (this form)

### Timeline

Once requisition is submitted and approved in FTS, there is a standard 10 day business turnaround. If the contract is approved, Procurement will issue a Purchase Order which will then be canceled as there is no purchase. This is just a way to track all contracts by department not just those that have money associated to the contract.

If further information regarding the completion of this form or the FTS process is needed, please contact the SJSU Office of Research at [officeofresearch@sjsu.edu](mailto:officeofresearch@sjsu.edu).