

CONTRACT/TRANSACTIONAL REQUEST FORM

Request for: ☐ Kisa Pangburn ☐ Nancy Gallagher ☐ Pat Riley ☐ Deborah Dance ☐ Eddie Snelling

☐ Bill Rowling ☐ Mark Adelman ☐ Debbie Blair ☐ Lauren Bruce ☐ Jim Coots

Request Date: _____ Requested Response Due Date: _____

Department/Division/Client: _____

Project Name: _____

Submitted by: _____ Phone: _____ Email: _____

Project Number (Required): _____

Vendor/Contractor AMS # (Required): _____ Vendor/Contractor Name: _____

Contract Type (check one):

- ☐ Construction
- ☐ Professional/Consulting Services
- ☐ Maintenance Agreement
- ☐ Memorandum of Understanding (MOA)
- ☐ Lease
- ☐ Real Estate
- ☐ Other _____

Is this a change to an existing contract ☐ Y or ☐ N

If Yes, what type (check one):

- ☐ Contract Amendment
- ☐ Supplemental Agreement
- ☐ Change Order
- ☐ Task Order
- ☐ Work Order
- ☐ Other _____

Attached Items (required):

- ☐ RFP
- ☐ Proposal
- ☐ Agenda Item
- ☐ Minutes
- ☐ Other _____

Issues (check one):

- ☐ Pre-Contract
- ☐ Contract Execution
- ☐ RE Transactional
- ☐ Non-Contract Transactional
- ☐ Research

Background Description/Requested Action:

SPLOST Project? ☐ Y or ☐ N

***If Yes,** ☐ 2005 SPLOST ☐ 2011 SPLOST ☐ 2016 SPLOST

CAO ConTrans No.: _____