

# CONTRACT/TRANSACTIONAL REQUEST FORM

Request for: Deborah Dance Bill Rowling Lauren Bruce Eddie Snelling Mark Adelman  
Nancy Gallagher Pat Riley Kisa Pangburn

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.: \_\_\_\_\_