

Contract Initiation Form Directions

Affiliation/Articulation and Confidential Agreements

Contract owners of Affiliation/Articulation and Confidential Agreements must email the completed Contract Initiation Form and any required documents to the appropriate contract initiators as outlined below.

Contracts need to be submitted in a timely manner. Please note that the contract module cannot accommodate RUSH requests.

- Affiliation/articulation agreements initiate in the office of the General Counsel. Fill in the following leadsheet information on the Contract Initiation Form and submit via email to Darlene Golden at dgolden@creighton.edu. Attach the contract and any required documents.
- Contracts of a confidential nature initiate in the office of the General Counsel. Fill in the following leadsheet information on the Contract Initiation Form and submit via email to Lannette Chavez at LannetteChavez@creighton.edu. Attach the contract and any required documents.

Contract Initiation Form

1. Contact information for **counterpart** (supplier, individual, vendor, company, etc.). The following information must be provided:

contact name:

counterpart name:

email address:

street address:

phone number:

If the counterpart expects payment and is not already registered in CUBuyplus they will need to register. If an individual, a W-9 is needed.

2. **Contract owner** name and contact information (note whether contract owner has CUBuyplus access). The following information must be provided:

contract owner name:

school/college/department/division name:

email address:

phone number:

3. List names of **ALL approvers** for this contract and note whether approvers have CUBuyplus access.

4. Total dollar value of the contract:

5. Budget Fund and Org number:

6. Copy of the contract and any required documentation—see #7.

7. If the contract requires any of the following information, written documentation must be submitted with the Contract Initiation Form.
 - a. Certification of criminal background checks
 - b. Certification of children and vulnerable adult training
 - c. Improper conduct with minors/molestation insurance
 - d. Certificate of liability insurance
 - e. License requirements