CONTRACT COVERSHEET / BUSINESS TERM SHEET FOR GENERAL AGREEMENTS

Office of Real Estate Services

5000 Gulf Freeway, Building 1, Room 110, Houston, TX 77204-5025
Phone: 713-743-1694

Note: Submissions can take 45-60 (*) indicates required information	business days for processing. Inco	omplete submission forms m	ay result in additional de	elays.	
*Name:		*Title:			
					*Date:
*Campus:		*College / Division / Dept. Name:			
*Cost Center: Fund	Dept. ID	Prog	Proj	Acct	Amount \$
Type of Agreement:					
Contracting Entity Name:				Contact Person:	
Phone:			Email:		
Address:			City:	State:	Zip Code:
If yes, please include document in Do you currently have an agreem	with a copy of the agreement? [Word format with your submission tent in place?] Yes] No previous and current agreements to	n packet along with all exhibit	ts referenced in agreeme	ent.	
Term:				Monetary Consideration (if ap	plicable) <u>\$</u>
Deadline:					
Please provide detailed informat	ion regarding the purpose of this	agreement:			
Recommendation for Award	explaining proposed transaction d (must be completed & executed ss Term Sheet (Sole Source) Acquisition (if applic S (i.e. survey)		y UH Purchasing Dept.)		
	yee(s) With Responsibility of Ensu				
agreement. I have provided ORES	all information I have obtained wi ousiness days for processing, and ir	th regard to this transaction	thus far and will immedia		ustomary manner for the above -described information I provided change. I understand sed on the type of agreement being
Name/Title:			Signati	ure:	Date:
(Originator of contract who certifi	es that the information listed above	ve is correct)			
Name/Title:			Signati	ure:	Date:
(AVP/Dean Authorization)					