

**Bloomsburg University**  
**Outline Agreement Request Form**  
**New / Renewal (circle one)**

Department(s): \_\_\_\_\_ Cost Center: \_\_\_\_\_

Requested by: \_\_\_\_\_ Current Contract Amount: \$ \_\_\_\_\_

Previous or Current Year OA #: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Dollar Amount needed for one (1) year: \$ \_\_\_\_\_  
(Note: No funds are encumbered on an OA)

**Vendor Information (Name/Address/Contact Person/Phone/Fax/Email):**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Vendor Terms & Conditions (must be attached if applicable): YES \_\_\_\_\_ NO \_\_\_\_\_

**Statement of Work:**

**Justification (for non-encumbered service contract):**

Dean/Director: \_\_\_\_\_  
(Signature & Title)

Date: \_\_\_\_\_

Signature of Person Requesting Services: \_\_\_\_\_