

Revenue Agreement Request Form

Agreement Information

Type of Revenue Agreement

Agreement Description

Desired Start Date

Desired End Date

Is this a renewal of a prior agreement? If yes, what is the prior agreement number?

Accounting Information

Estimated Agreement Total Amount

Chart of Accounts values required

Entity

Financial Department

Client (outside entity) Information

Client Name

Client Address

Client contact

Name

Phone number

Email

Department Information

Department Name

Facility Name

Requester (this is usually the administrative contact submitting the request)

Name

Phone number

Email

Department Technical Contact (this is usually the SME or PI for the project)

Name

Phone number

Email

Along with this form, please attach the following to avoid delays.

- *Scope of Work*
- *Rate Approval Documentation (or other approval, if agreement is not rate-based)*
- *Agreement, if client has provided one*
- *Business and Revenue Contracts-issued Template Agreement, if using*
- *Any other pertinent documentation*