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To: Banner Finance Users

From: John Hebard, Chief Procurement Officer

DocuSigned by:  
*John Hebard*  
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Date: January 11, 2023

**Subject: New Short Form Contract Template**

UA Procurement & Contract Services (P&CS) has created a new Short Form Contract Template to replace all previous versions of the form. The form is located on the P&CS website at:

[UA Short Form Contract for Services](#)

The new fillable form is designed to be user friendly for the department seeking services and for the contractor. The form now includes an instruction page showing when a Short Form Contract is appropriate to use. It also identifies the critical information required so that a Short Form Contract can be processed. Note that the form can be used for services other than guest speakers and performers. so long as they meet the requirements listed in the instructions. For all other contracts please provide the Statement of Work, with all elements included, as part of the requisition backup. The assigned Contracting Officer will create a contract for the services.

Please bookmark the link to the new form and use it moving forward. P&CS will continue to accept the previous form but will send a friendly reminder providing a link to the new Short Form Contract.

Thank you for your attention to this matter.

Cc: UAA, UAF, UAS, SW Banner Finance list serves  
Contracting Officers  
Procurement Technicians  
Internal Audit