

University of California, Merced
BUSINESS AGREEMENT REQUEST

PARTIES TO THE AGREEMENT	
UC Merced	Other Party to Agreement
Initiating Unit:	Legal Name:
UC Merced contact person:	Other party's contact person:
Campus Address:	Mailing address:
Phone Number:	Phone Number:
FAX Number:	FAX Number:
E-mail:	E-mail:
Is the Other Party: a UC employee? a near relative of a UC employee? a business owned or controlled more than 10% by a UC employee or by a near relative of a UC employee? Yes No	
EXPLANATION	
Explain the nature and purpose of the agreement:	
Describe how this agreement will benefit the University or relate to the University's mission of teaching, research and public service:	
TERM AND FINANCIAL INFORMATION	
Period of Agreement:	Will generate revenue expense
From: _____ To: _____	Total Amount \$ _____.
If agreement will generate revenue, indicate the account into which the revenue will be placed: Acct # _____	
If agreement will entail University expense, indicate the funding source to be charged: Acct # _____	
APPROVALS	
Unit Head:	Budget Approval *
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____
* MSO	

Purpose of the Business Agreement Request Form

The purpose of this form is:

- to provide the contracting office with information to be used to negotiate and draft a business agreement, and
- to ensure that necessary approvals have been obtained before contracting office begins negotiations or drafting of a business agreement.

This form is NOT A CONTRACT, but the information provided may be used by the contracting office to prepare a formal contract.

The form is to be completed by the unit requiring the agreement (the Initiating Unit). The Initiating Unit is responsible for providing the requested information and for obtaining the required signatures.

About the Signatures:

- Unit Head – Reviews the form and signs to show approval of the terms of the proposed agreement which are described on the form – including the work to be done, the time frame and the budget amount.
- Budget Approval – Management Services Officer. Ensures that funds are budgeted for the proposed contract. Provides Account and Fund number. Signs to show approval of the budgeted amount and funding source.

The contracting office will review the form, and may request additional information from the Initiating Unit if necessary.