



**UNIVERSITY OF CONNECTICUT  
HEALTH CENTER**

**CONTRACT INFORMATION SHEET (CIS)**

1. Contract Type:    New     Renewal     Amendment     Date Prepared: \_\_\_\_\_

2. Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_ or Federal Employer Identification Number: \_\_\_\_\_  
*Individual* *Business*

4. Health Center Department: \_\_\_\_\_ Program Director: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Mail Code: \_\_\_\_\_

5. Effective Dates:    From: \_\_\_\_\_ To: \_\_\_\_\_

6. Amount:    \$ \_\_\_\_\_ Payable to: (check one)    Health Center (Income)   
 Amended Amount \$ \_\_\_\_\_    Contractor (Expense)

	State Fund	FRS Account	Sub-Code
7. State Fund and FRS coding to be Credited or Charged:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

8. Description of Services: *Fully describe services to be performed. Attach additional pages if necessary.*

9. Cost Determination: *Please include: 1. Hourly, daily or unit rate. 2. A payment schedule.*

10. Are these services obtainable through other state agencies?     Yes     No  
*If YES, explain why not being used:*

11. Were competitive bids or alternative proposals sought?     Yes     No  
*If YES briefly summarize on an attached sheet. If NO explain why not.*

12. This contract is with an Individual (Sole Proprietor or Guest Lecturer)  or;  
 Business (Partnership/Corporation)   
 HIPAA Business Associate

*If individual, answer the following:*     US Citizen or Permanent Resident for Tax Purposes  
 Non Resident Alien (Please attach Alien Information Collection Form)

*If Business, answer the following:*

a. Has this business be issued a **Notice of Non-Compliance**?     Yes     No  
*If yes, the contract can not be issued.*

b. Were **Minority Contractors** sought to provide this service?     Yes     No

**13. APPROVALS**

Department Head	Date	Finance Officer	Date
Associate Vice Pres, Fiscal Admin - Research	Date	Chief Financial Officer	Date