

Term Contract Instructions

Term Contract with Renewal Options: Procurement Services will contact the Supplier (via Adobe Sign) requesting contract renewal. Upon the Supplier's acceptance or rejection, the Procurement Buyer and Department Contact will be notified via Adobe Sign email. Supplier acceptance of renewal via Adobe Sign does not guarantee contract renewal; it is upon mutual acceptance by the Department, using the instructions below. *(Note: No PUR105 for these types will be sent)*

Term Contract with NO Renewal Options: Department must promptly review, complete and return the PUR105 in accordance with the instructions below. This form is required for Procurement Services to initiate the applicable procurement process. Failure to return this form with a requisition by **April 29, 2022**