

Contract Revenue Form

To be submitted quarterly to Procurement and Contracts during the term of any revenue producing contract.

Contract Number: _____

Contractor Name: _____

Contract Owner: _____

Contract Start Date: _____

Contract End Date: _____

Quarter Start Date: _____

Quarter End Date: _____

Total Anticipated Revenue: _____

Total Previous Revenue: _____

Total This Quarter: _____

Total of all Revenue: _____

Contract is complete: Yes No

I attest that this is an accurate summary of revenue received during the preceding quarter and that this is the correct amount of revenue per the terms of the contract Yes No

The Contract Owner is responsible for personally confirming receipt of the proper amount of revenue as well as ensuring compliance with all terms and conditions of the contract. If the Contract Owner is not personally knowledgeable about these conditions, it is their responsibility to verify with the appropriate individuals within the department to ensure compliance.

Attested to and approved by Contract Owner:

Approved by Procurement and Contracts:

To be signed by Purchasing Manager or AVP & CPO