



Situations may occur in which the University of Colorado Boulder will require the campus unit to contact the Office of Contracts & Grants Service Team to initiate or review an agreement rather than use the approved quote template.

The Office of Contracts and Grants must be contacted for an agreement in the following situations:

1. Customer requires an agreement or any documentation to commit to the service that requires a signature, including, but not limited to, purchase orders or separate executable material transfer, confidentiality or data use agreements
2. Customer redlines the online quote or PPMS standard terms and conditions
3. Customer related to the cannabis industry
4. All foreign entities

#### Contact Guidance

Situation 1.: email [ocgservicecontracts@colorado.edu](mailto:ocgservicecontracts@colorado.edu)

Situations 2. – 4.: complete the [New University Service Agreement Request Form](#)