

Procurement and Contract Services University students Facility/Host must be covered under a Student Placement Agreement. The S must be signed by both the University and the Facility/Host. The the Procurement and Contract Services Office has been delegated such agreements on behalf of the University.

Once a need to place a student with a Facility/Host for placement already have a current fully executed agreement in place) has been process shall be followed:

The requesting campus department program coordinator shall s Services Specialist when they need an agreement developed. T indicate if the request is a renewal or an existing agreement whi agreement or an amendment to a current agreement.

The email request must include the following:

Subject line: Request for Student Placement Agreement (fol
Facility/Host)

Full legal name of the Facility/Host as provided by the Fa
Mailing address of the Facility/Host
Name, phone number, and email address for the contact
is the person who needs to receive the agreement via er
Name and title of legal signatory if available (not required

The Contract Services Specialist will review the request and the