**Board Memo**

**DATE:** Click or tap to enter a date.

**AGENDA ITEM DETAILS:**

**School/Department**

Click or tap here to enter text.

**Product Vendor or Grant Issuer**

Click or tap here to enter text.

**Product or Grant Name**

Click or tap here to enter text.

**Date/Term (Beginning and End Dates/Year)**

Click or tap here to enter text.

**APPLICABLE BOARD POLICY:**

Click or tap here to enter text.

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Click or tap here to enter text.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Click or tap here to enter text.

**Funding Source**

Click or tap here to enter text.

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

Click or tap here to enter text.

**CONTACT PERSON: (submitter)**

Click or tap here to enter text.