**Information needed for PSA or Contracts**

To begin working on your request Contract Compliance & Procurement

Services will need the following:

1. The legal name of the contractor:
2. Contractor’s address:
3. Contractor’s email address:
4. The dates of the service (*must fall within the grant award period*):
5. The location of the service:
6. What are they doing: *(be as detailed as possible)*
7. Payment terms: *(be as detailed as possible)*
8. Total contract value or maximum contract value:
9. CCSU Project Director’s Name:
10. CCSU Project Director’s phone number:
11. Banner Index to be charged:
12. Name of Grant:
13. Grant’s source of funding:

*Rev. 8/2022*