

Office of General Counsel Contractor/Supplier Set-up Request Form

Purpose: In an effort to streamline University processes, all contracts and agreements must be submitted via the WyoCloud Contract Module, **including agreements and contracts that do not require exchange of funds.** Please submit this form to Jerrod Legg (jlegg2@uwyo.edu) for non-payment contractor/supplier set-up prior to contract submission in WyoCloud.

Agreement Title:	Contracting Party Name:	Contracting Party Address: (city, state, zip)	Phone Number:
Contracting Party Authorized Signer Name:	Contracting Party Authorized Signer Email Address:	Notes:	
University Unit & Org. Number:	Name:	Email:	Phone Number:
Date:			