

**UNIVERSITY AT BUFFALO  
REQUEST FOR CONTRACT COURSE APPROVAL**

**Procurement Approval**

(Name)

(Date)

Name of Contract Course (requested) \_\_\_\_\_

UB Department \_\_\_\_\_

New Contract Course  Yes  No, contract in place in py

Department Head/Chair \_\_\_\_\_

Increase in Fee / Change to terms of current contract course  Yes  No

Department Address \_\_\_\_\_

Department Contact \_\_\_\_\_  
(Name)

Level of Course Offered  Undergraduate Course

(e-mail address) \_\_\_\_\_

Graduate Course

Undergraduate and Graduate Course

Contracting Party \_\_\_\_\_

Contracting Party Contact \_\_\_\_\_  
(Name)

Funds to be deposited to SUTRA account \_\_\_\_\_  
or  
No SUTRA account to be established \_\_\_\_\_  
(Yes / No)

(e-mail address) \_\_\_\_\_  
(phone number) \_\_\_\_\_

Undergraduate Credits Earned \_\_\_\_\_

Contracting Party Address \_\_\_\_\_

Graduate Credits Earned \_\_\_\_\_

Contract Course Description \_\_\_\_\_

Contract Course timeframe \_\_\_\_\_  
(month/day/year)

Does the Contracting Party have liability insurance \_\_\_\_\_  
(Yes / No)

Course Location: \_\_\_\_\_

North Campus

South Campus

Off Campus

Cost for Undergraduate (if applicable) \_\_\_\_\_ per credit  
\_\_\_\_\_ per semester  
\_\_\_\_\_ per other  
(Please Explain)

**Undergraduate Cost Components**

Materials	_____	-
Labor	_____	-
Fringe Benefits	_____	-
General University Service Fee	_____	-
Other (describe below)	_____	-
<b>Total Cost</b>	_____	_____

Anticipated Undergraduate Student Count \_\_\_\_\_

Other Costs Description \_\_\_\_\_

Projected Cost per Undergraduate Student \_\_\_\_\_

Cost for Graduate (if applicable) \_\_\_\_\_ per credit  
\_\_\_\_\_ per semester  
\_\_\_\_\_ per other  
(Please Explain)

**Graduate Cost Components**

Materials	_____	-
Labor	_____	-
Fringe Benefits	_____	-
General University Service Fee	_____	-
Other (describe below)	_____	-
<b>Total Cost</b>	_____	_____

Anticipated Undergraduate Student Count \_\_\_\_\_

Other Costs Description \_\_\_\_\_

Projected Cost per Undergraduate Student \_\_\_\_\_

Approximate Annual Revenue to be received \_\_\_\_\_

Payment Terms: \_\_\_\_\_

**Authorization**

Department Head / Chair \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Dean / VP



Date

Associate VP/Controller

Date

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***Instructions***

Complete Contract Course Request Form on the second tab of this workbook. Attach to the form a copy of the contracting party's W-9 as well as a letter of intent from the contracting party. Letter of intent should note if the vendor has liability insurance.

Upon completion route contract course packet to Department Head and Dean/VP. Once approved forms should be forwarded to Lonny Porter, Procurement Services, 224 Crofts Hall, North Campus

Questions regarding Contract Course Request should be directed to:                   Beth A. Corry  
418 Crofts Hall, North Campus  
645-2644  
[bcorry@buffalo.edu](mailto:bcorry@buffalo.edu)

Questions regarding Contract Course Agreement should be directed to:                   Lonny Porter  
224 Crofts Hall, North Campus  
645-4543  
[lporter@buffalo.edu](mailto:lporter@buffalo.edu)

Upon Approval from Procurement Services, requests will be forwarded to Provost Office and the Office of the Controller for approval. Once these approvals are obtained the Contract Course agreement will be forwarded to the contracting party for signature. Upon approval contracting party will send signed agreement to Lonny Porter in Procurement Services. Lonny Porter will sign agreement on behalf of the University and send out executed copies of the agreement to the contracting party and the campus department. Please note contracts exceeding \$10,000 require OSC (Office of the State Comptroller) approval before it can be approved by the campus.

**SUNY Guidelines for Contract Courses**

Contract Courses for credit enrollment under SUTRA are unlimited as to enrollment but must meet the following conditions:

1. The instructional activity must be contracted for and paid by a third party (a corporation, state agency, union, etc.).
2. The enrollment in the designated course(s) or section(s) must be restricted to individuals specified in the contract through an affiliation with the third party.
3. All costs of the program must be charged to the contracting third party and per student rates must be set at the greater of regular tuition or at a level sufficient to cover the total costs incurred by the program, including direct instructional costs, support costs, overhead charges and fringe benefits.

Revenue collected from a contract course must be deposited to a SUTRA account. If a new SUTRA account is required indicate such on the Contract Course request.

**Please allow sufficient time for the approval process to occur.**

\*\* Contracts less than \$10,000 may take up to 3 months\*\*

**\*\*Contracts greater than \$10,000 may take up to 6 months\*\***