



Contract Submission Form

**Office of the
General Counsel**
3201 Arch Street, Suite 310
Tel: 215.895.1433
Fax: 215.895.1411
Email:

PLEASE NOTE CONTRACT REVIEW WILL NOT TAKE PLACE UNTIL BOTH THE CONTRACT SUBMISSION FORM AND A COPY OF THE CONTRACT ARE RECEIVED BY THE OGC

To Be Filled Out By You (Drexel Employee)

Your Name:		Dept:	
Phone:	Email:	Date:	
Name of Contractor/Party/Vendor:			
Purpose of Contract/Description of Contract:			

In accordance with Drexel University contract policy please send completed Contract Submission Form to the OGC

Office of General Counsel Use Only Type of Agreement

Service Provider	Off Campus Facility Use	On Campus Facility Use	Software License
Real Estate: Leases/Subleases	Real Estate: Licenses	Real Estate: Sales	Real Estate: Other
Research: Non Disclosure Agreement	Research: Sponsored Research	Research: IP License	Research: Material Transfer
Research: Other	Affiliation	Education/Articulation/ Student Exchange	Goods/Equipment Other:
Date Logged In:	Assigned Attorney: on		

If you have any questions concerning this form please contact the OGC by either email or phone using our contact information found above.