

## CONTRACT SUGGESTIONS

LSU's Office of Purchasing welcomes suggestions for contract improvement or new contract development to effectively meet the needs of the departments/campuses we serve. All affected parties (requisitioners, department staff, purchasing coordinators, etc.) may use this form to provide suggestions and comments at any time. Purchasing can provide assistance when required.

If you need to report deficient performance on a current contract, use a Deficiency/Complaint form for immediate action.

All information reported on this form will be reviewed and considered prior to bidding or renewing the contract in addition to Purchasing's random department/campus poll on contract performance.

*FAX this form to the Purchasing office @ 578-2292 or email to the Purchasing Coordinator handling contract if known (Email addresses are listed on our website under Staff), or mail to Louisiana State University and A&M College, Office of Purchasing, 213 Thomas Boyd Hall, Baton Rouge LA 70803-3001*

Dept./Campus Name: \_\_\_\_\_ Your Name and Title: \_\_\_\_\_

Contract Name.: \_\_\_\_\_ (N/A when requesting new contract) Your Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number \_\_\_\_\_

INDICATE YOUR SUGGESTIONS OR COMMENTS BELOW:	
Create New Contract • indicate commodity, item(s), and quantity	
Revise Current Contract Terms, Conditions, Provisions or Clauses	
Add Contract Item(s) • indicate usage	
Revise Specifications for Item(s)	
Revise Delivery Requirements	
Add or Revise Customer Service Requirements	
Other	