



## CONTRACT REVENUE FORM

To be submitted quarterly to Procurement and Contracts during the term of any revenue producing contract.

Contract Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_

Contract End Date: \_\_\_\_\_

Quarter Start Date: \_\_\_\_\_

Quarter End Date: \_\_\_\_\_

Total Anticipated Revenue: \_\_\_\_\_

Total Previous Revenue: \_\_\_\_\_

Total This Quarter: \_\_\_\_\_

Total of all Revenue: \_\_\_\_\_

Contract is complete: \_\_\_\_ Yes \_\_\_\_ No

I attest that this is an accurate summary of revenue received during the preceding quarter and that this is the correct amount of revenue per the terms of the contract \_\_\_\_ Yes \_\_\_\_ No

The Contract Owner is responsible for personally confirming receipt of the proper amount of revenue as well as ensuring compliance with all terms and conditions of the contract. If the Contract Owner is not personally knowledgeable about these conditions, it is their responsibility to verify with the appropriate individuals within the department to ensure compliance.

Attested to and approved by Contract Owner: \_\_\_\_\_

Approved by Procurement and Contracts: \_\_\_\_\_

To be signed by Purchasing Manager or AVP & VP of Finance and Administration