

Board of Visitors – Sample Reporting Form

When the total value of any/all resulting contract(s) for goods or services is \$1,000,000 or more, the contract award will be reported by the user department to the Board of Visitors (BOV).

My signature below constitutes acceptance of the responsibility to provide notification to the BOV at the meeting conducted subsequent to contract award.

Signature

Name and Title Printed

Date

Requisition Number: _____

Procurement of: _____

Buyer: _____

*Buyer to forward signed copy to Laurie J. Carter, P. O. Box 843076