

USD Contract Request Form

1. Open the [Contract Request Form](#). Links to this form are also available in the Unimarket Learning Center and the Procurement website. You can use the form to request new agreements, amendments, and renewals.
2. Answer all the questions you can, especially the required questions noted with a red asterisk. Click **Next** to move to the next page of questions.
3. If you are unsure which Cost Type to select, please select **Other**.
4. Be sure to attach all necessary and relevant documents to the form at the end, as well as check the box to acknowledge the Conflict of Interest policy.
5. Once you have submitted the Contract Request form, Procurement will receive your request and begin work on the contract. You will receive a confirmation email with your responses to ensure that you have successfully submitted the form.
6. If you need to edit any of your responses, you can do so at any time. You can edit immediately after submitting a response by clicking **Edit your response** (see below). You can also edit your responses from the confirmation email by clicking **Edit response** at the top of the email. Procurement will be notified when you edit your response, so we can add the changes to the contract.

Contract Request Form

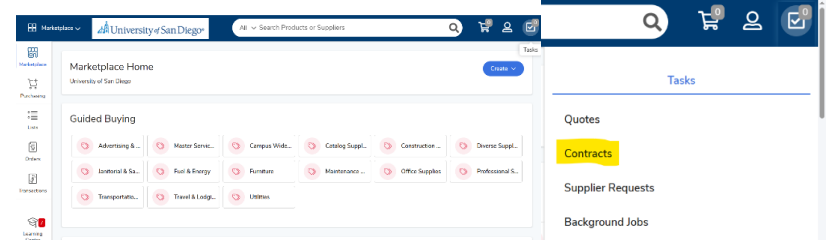
Your response has been recorded

[Edit your response](#)

[Submit another response](#)

7. Procurement will create the contract and upload it into Unimarket to send it out for all necessary approvals depending on the nature of the contract.

8. You may receive emails from support@unimarket.com to approve or review the contract in Unimarket. You will do so by first navigating through Workday into Unimarket. In Unimarket, click the **Tasks** icon at the top right and then click **Contracts**.



9. You will see all contracts that are awaiting your approval/review. Click the contract name to proceed.

Contract Tasks

User: Connor Old X Search

CONTRACT	COUNTERPART	STATE	TASK USERS	TASK CREATED
USD-25 - Test 1	Testing 1	Budget Manager Review	Connor Old	6/5/2025 11:41 AM

USD-25 - Test 1
University of San Diego

More Actions

Leadsheet	Counterpart	Members	Comments	Workflow	Transactions
Contract Type	Default	Created Date	6/5/2025 11:41 AM		
Name	Test 1	Start Date	5/3/2025 12:00 AM		
Contract Number	USD-25	End Date	4/30/2026 11:59 PM		
Initiator	Connor Old	State	Budget Manager Review		
Owner	Connor Old	Expiry Warning Date			
Purchasing Organization Units		Funds Remaining			
Value		Funds Allocated	\$0.00		
Alert Value		Contract Documents			
Linked Contracts		Category			

10. You can review the contract in its entirety, including the **Leadsheet** and **Documents**. Click **More Actions** to approve or return the contract for revisions. Both actions allow you to leave a comment and both actions send the contract back to Procurement.
11. You can check the status of the contract by clicking on **Workflow**, which will show who has approved the contract so far and any comments left by approvers.
12. Please contact Theresa Robinson Harris theresaharris@sandiego.edu with any questions you have.