

Chicago State University

Procurement Communication Information Collection Worksheet

Use this worksheet to collect necessary information when participating in procurement-related communications to assist in making accurate and detailed reports to the Illinois Procurement Policy Board at <http://pcrs.illinois.gov>. Each CSU participant must submit a separate report.

Notice to vendor or lobbyist: You should be aware that if I think that this communication imparts or requests material information or makes a material argument regarding potential action concerning a procurement matter, I am required to report our communication to the Illinois Procurement Policy Board.

Communication Identifier				
Communication Topic				
Communication Mode <i>(Circle One)</i>	Telephone	Email	Fax	In Person
Author's Agency	Chicago State University			
Communication Date		Communication Time		
Duration in Minutes		Agency Reference Number		
Communication Participant – Recipient <i>(If multiple participants, enter information on separate sheet.)</i>				
First Name		Last Name		
Type	State Employee or Vendor		Location	
Role	Recipient		Telephone #	
Job Title		Email		
Representing				
Communication Participant – Initiator <i>(If multiple participants, enter information on separate sheet.)</i>				
First Name		Last Name		
Type	State Employee or Vendor		Location	
Role	Initiator		Telephone #	
Job Title		Email		
Representing				
Communication Text				
Action Requested or Recommended				
Summary of Communication				
Additional Information				