**Instructions:** Use this form to request approval to sell services to external customers. Per [Procedure 2100 PR.02](https://your.yale.edu/node/52781) *External Sales Approval Process*, Requestors should use this form only if they can certify the statements contained in Section II, below. If Requestors cannot certify the statements in Section II, they should use [Form 2100 FR.02](https://your.yale.edu/node/52791) *External Sales Approval Request – Standard Form*.

Submit completed form to your Lead Administrator and your Dean or Vice President, or their designee, for review and approval. Once approved, submit completed form and the email thread indicating approval through the [ESAP Request Portal](https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_0TyEdmeWf6ECcpT).

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| **Section I – Requestor Information** | | | |
| **Name:** | Click here to enter text. | **Email:** | Click here to enter text. |
| **Yale unit/department:** | Click here to enter text. | **Phone:** | Click here to enter text. |

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| **Section II – Requestor Certifications** | |
| * **This request is for a one-time contract;** * **None of the Yale people (faculty, staff) providing the service will physically work outside of Connecticut to produce the service;** * **No Yale facilities (other than the Requestor’s office and standard office equipment) will be used;** * **No Yale-provided fixed or moveable equipment, datasets, subscriptions, technology, software, or materials and supplies will be used to provide the service;** * **No students or postdocs will be involved in providing the service;** * **No non-Yale research materials(gases, materials or items (hazardous or otherwise) that contain any of the following substances: biological, chemical, and/or radioactive materials), tools, equipment, software, data or other physical or intangible property will be used to provide the requested service(s); and** * **No access to Yale computer systems by non-Yale employees will be required.** | |
|  | **Certification: By checking this box, I, as the Requestor, certify that the above statements are true and apply to this request for approval to sell services to an external customer.** |

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| **Section III – Proposed External Sale Information** | |
| **1. Provide the name of the proposed external customer and a description of the proposed services to be provided:** | |
| Click here to enter text. | |
| **2. Provide the reasons for wanting to sell to this external customer:** | |
| Click here to enter text. | |
| **3. Provide a list of all Yale people who may be involved in providing services. For each Yale employee, list the funding source(s):** | |
| **Name:** | **Funding Source(s):** |
| Click here to enter text. | Click here to enter text. |
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| **4. Provide the proposed rates and an explanation/justification for them:** | |
| Click here to enter text. | |