Initiates request for a contract via email (1 – 2)

Gather information from the PI to submit the Short or Long Form agreement found on VandalWeb (3 – 4)

Submit form received

If documents missing

All required documents received

Documents Provided

PI requests missing documents

Work with Faculty/PI to provide missing documents

Gathers information from the PI to submit the Short or Long Form agreement found on VandalWeb (3 – 4)

FST – Purchasing

Purchasing

Faculty/PI receives invoice for payment

Contract accepted

Receives signed contract for files. Must supply a copy with every invoice payment via claim voucher.

Contract rejected

Signs Contract

Contract completed and sent to vendor contact or contracted worker for review (5)

Facility/PI receives invoice for payment

Submit a claim voucher for payment. Attach contract along with the invoice. See Claim Voucher BP (5)

Notes:

1. Some contracts can take 60-90 days

2. Information needed in email – index code, justification for why the contract is needed, information about contractor.

3. Access form on Vandalweb under Employee/Purchasing Service Contract /Purchasing Service Contract Entry

4. OSP Approval needed if Contract under a Grant

5. If international bank account include bank deposit information.

6. FST – Grants retains copy of signed contract for reference in Contract is under a Grant

Legend:

Start

Document/Form

Process

Decision

Training

End

Filename: Contracts BP

Drawn by: Michele

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