

Expenditure Contract Reference Information

Funding sources must be identified and availability of funds must be verified prior to all requests for an expenditure contract.

Please keep in mind the amount of time needed to execute a contract can vary and depends not only on our University but also the individual/agency/corporation who is being contracted with. Typically, negotiations about scope of work or legal contract language discussions are the most time consuming part of the process.

There are several documents needed prior to the contracts office approving a contract.

Step 1: Negotiate terms of contract, scope of services, goals and outcomes, cost benefit analysis, monitoring plans and finalize any legal language changes as needed. (Small professional services contracts may not require all components listed above.)

Step 2: Receive all necessary documents to accompany the contract. CVs for individuals, W-9 for all contractors, board resolution indicating authorized representative for signature for corporations, disclosure of ownership (if for profit), certification of authority (if out-of-state). If it is a subcontract, the notice of award, FCOIs, detailed budget, and budget narratives. If a federal agency is funding the subcontract, subrecipient/subcontractor questionnaire and signed risk assessment documents are also required.

Step 3: Business personnel enter the information and documents into the contracts database.

Step 4: Contracts office approves the contract and/or requests additional information as needed. If there is not a need for additional information or discussion, the approval process typically takes about 1 week.

Step 5: Once approved, the individual/agency being paid signs the contract and forwards the contract to the organization paying for services to obtain the remaining signatures.

Step 6: Some larger contracts will need to be sent to the Office of State Procurement (OSP) for approval. Contracts that require OSP approval typically take 4 to 6 weeks for approval once received by OSP. Contracts that are approved at the University level typically take 1 to 2 weeks to receive approval signatures once physically routed.

Step 7: Once the contract is fully executed a Purchase Order must be set-up in order to process payments for contracts of \$5,000 or more. This typically takes about 1 week. If it is a small contract, a direct pay reimbursement request may be submitted for payment with a copy of the fully executed contract.

Step 8: The other individuals/agency/corporation is given a copy or original of the contract and the Purchase Order # to reference when submitting invoices.