Routing Guide for Professional, Personal, Consulting, or Social Service Contracts

Send to Department Head for signature (required for all contracts)

 Contract less than $2,000 Contract greater than $2,000

Route to Controllers Office for certification of funds

Route to Dean, Director, or Assistant Vice President for approval signature

Route to Purchasing for review and approval

Route to Controllers Office for certification of funds – after certification of funds – Controllers Office routes to appropriate Vice President for approval signature

After Purchasing approves, contract routed back to Contract Initiator to obtain contractor signature

After contractor signature obtained Contract Initiator routes to Purchasing for final signature – Purchasing signs contract and sends original to Controllers Office and sends copies to Department and contractor

After approval of appropriate Vice President – route to Purchasing for review and approval

 Signature

After Purchasing approves, contract is routed back to Contract Initiator to obtain contractor signature

After contractor signature obtained Contract Initiator routes to Purchasing for final signature

 Contract less than $20,000 Contract greater than $20,000

NOTE: - A competitive process (Request for Proposals) many be required for contracts to obtain certain types of services in the amount of $50,000 or more– Contact Purchasing for additional information

NOTE: - Substitute OCR approval with Attorney General’s Office approval for contracts to obtain legal services

After OCR approves and approved contract is received, Purchasing sends original to Controllers Office and sends copies to Department and contractor

After President signs, Purchasing routes to the Office of Contractual Review (OCR) (and Civil Service for certain types of contracts) for review and approval

Purchasing Routes contract to President’s Office for final signature

Purchasing Signs contract and sends original to Controllers Office and sends copies to Department and contractor