PPCS Contract Processing Flow Chart

(For contract amounts of \$5,001 - \$49,999)

Department negotiates contract terms (payment terms, scope, etc.) with proposed Contractor.

Department submits Banner requisition with all required forms attached to the requisition. These forms consist of a Scope of Services form (PURSS), a PUR-CIR form, and Contractor's quote (if available).

Purchasing reviews information submitted by Department and creates contract file.

Purchasing reviews for possible employee/employer relationship.

Purchasing prepares and submits contract to Contractor for signature through DocuSign. At this time, Purchasing could also request additional information from Contractor, such as Consultant's Resume, Board Resolution, Secretary of State filings, and Certificate of Liability Insurance, etc.

Contractor and University signs contract through DocuSign.

Purchasing processes and submits Purchase Order for signature. Purchasing emails the Purchase Order Receiving and Department Copy to the Department for receiving and payment purposes.

It is the Department's responsibility to monitor the Contractor's performance, approve invoices, and email approved invoice(s) with signed receiving document to Accounts Payable

(accountspayable@louisiana.edu) for payment. Department is responsible for notifying Purchasing prior to the end date of the contract if an amendment to the contract will be required, or if any problems are encountered.

Before department can complete the requisition, the Contractor must be entered in Banner as a vendor.

If additional information is required, Purchasing will contact Department.

If employee/employer relationship exists, Purchasing notifies Department to contact Human Resources to verify status. (337) 482-6248 or https://humanresources.louisiana.edu

Purchasing will follow-up on outstanding contracts on a weekly basis and contact Department if any problems arise.

Purchasing will email the fully executed copy of the contract to the Contractor and copies the Department for their files.

When services or project is complete, Department will complete and submit a Contractors Evaluation Form (PUR-PE) to the Office of Purchasing (purchasing@louisiana.edu) for the contract file.