OFFICE OF PROCUREMENT SERVICES

PPCS Contract Processing Flow Chart

(For contract amounts greater than \$50,000)

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

Department submits a Banner requisition with all of the required forms attached to the requisition. These forms consist of a W9 form, a scope of services form (PUR-SS), a PUR-CIR form, and a cost benefit analysis form (PUR-CB). (A PUR-CB form is needed if the contract amount is greater than \$49,999 and the contract term exceeds 6 months.)

If additional information is required,

Purchasing will contact Department.

Before Department can complete the

requisition, the contractor must be

entered in Banner as a vendor.

Purchasing creates contract file and reviews information submitted by Department.

Purchasing reviews for possible employee/employer relationship.

Purchasing creates a purchase order, prepares a contract, and submits to contractor for signature. At this time, Purchasing could also request additional information from Contractor. Additional information could consist of a Resume, Board Resolution, Secretary of State filings, etc.)

Contractor and University signs contract through DocuSign.

Purchasing obtains state approvals as required (i.e. Civil Service, Office of State Procurement [OSP], etc.).

All approvals are received by Purchasing.

Purchasing releases purchase order and notifies Department via email that purchase order is complete.

It is the Department's responsibility to monitor the contract performance, approve invoices and forward approved invoices to Accounts Payable 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.

If employee/employer relationship exists, Purchasing notifies
Department to contact Human
Resources to verify status. (337)
482-6248

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

Civil Service processing and approval typically requires 3-5 days.

OSP processing and approval typically requires 3-4 weeks.