CONTRACT PROCESSING FLOW CHART

DEPARTMENT/DIVISION INITIATES CONTRACT

NO REVIEW BY UNIVERSITY COUNSEL IF: REVIEW BY OFFICE OF UNIVERSITY COUNSEL IF: Contract Packet Includes: An LIU form contract, approved by legal Standard LIU approved for which has been amended; Minimum of 2 originals of contract within last 3 years, which has not been Fully completed CAP form Vendor contract modified Specifications, exhibits, attachments Supporting competitive bids or For the use of the University's facilities, Bid waiver form and For the use of University's intellectual property * Sole source form including trademarks and/or logo, Certificate of Insurance naming LIU Purchase Order requisition with completed chart field One in which LIU is to provide indemnification or proof and appropriate approvals of insurance, One in which members of the University community are engaging in high risk activities, or which may expose the University to high-risk liability costs, Signature Authority Contract sent to Vice President for Finance OR *President (\$250,000 plus)* appropriate Provost or Vice President for signature Related to the lease, purchase or sale of real estate, *VP for Finance* (\$25,000 - \$250,000) Provost or Vice President (\$1 - \$25,000) One in which the University provides off-campus educational programs (e.g. affiliations, SCALE, etc.), A construction contract, 10) A software contract, or If University Counsel has revisions/comments: 11) A consultant contract 1) Comments are sent back to initiating department for forwarding to vendor Once finalized, contract is sent back to University When contract is approved by University Counsel: Counsel for final review and approval Contract is sent to appropriate UO for signature Affiliations with non-monetary value are returned to initiating department/division

CFS:

- ensures 2 originals are received and signed by all parties
- verifies availability of budget funds;
- 3) upon budget approval, sends contract packet to PSS for entry of requisition

Procurement and Sourcing Services (PSS):

!) sends one fully executed original contract to Vendor with a cover letter referencing internal PO number, the second original stays with PSS, and a copy of the contract and cover letter are sent to the initiating department/division

Campus Financial Services (CFS) receives contract package from signing UO