

PSC Contract Processing Flow Chart

Contract amounts of \$2,000 and less

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

Department submits a Workday requisition to Procurement Services with all the required forms attached. These forms consist of:

- A contractor information form (PUR-CR)
- AS516 form (if travel is required)

Procurement Services reviews information submitted by Department.

Procurement Services reviews for possible employee/employer relationship conflicts.

Procurement Services issues purchase order and notifies department via email when purchase order is complete.

It is the Department's responsibility to monitor the contract performance, enter receipts, and forward approved invoices to Accounts Payable for payment. Department is responsible for notifying Procurement Services if a purchase order change order is necessary, or if any problems occur.

Before department can complete the requisition, the contractor must have enrolled as a supplier in the <u>LSU Supplier Database</u>.

If additional information is required, Procurement Services will contact the Department.

If employee/employer relationship exists, Procurement Services notifies Department and returns documents to process through HRM/Payroll (whichever is applicable).

A contract is not required for services in the amount of \$2,000 or less. Procurement Services will not issue a contract unless under the following conditions:

- There is a need to agree to ownership of deliverables
- Evidence of insurance is required
- The contractor requires signature on an agreement, contract, or any other form