

PSC Contract Processing Flow Chart Contract amounts of \$2,001 - \$74,999

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 <u>contractor information</u> form (PUR-CR)
- A <u>scope of services</u> form (PUR-SS)
- <u>AS516</u> form (if travel is required)

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

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

Procurement Services reviews information submitted by Department.

Procurement Services reviews for possible employee/employer relationship conflicts.

Procurement Services creates a purchase order, prepares a contract, and submits to contractor for signature. At this time, Procurement Services could also request additional information from contractor.

Contractor signs and returns contract to Procurement Services. Procurement Services routes contract to appropriate person for signature.

Procurement Services issues purchase order and notifies department via email when contract 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 (prior to the contract end date) if a contract amendment will be required, or if any problems occur during the contract period. If employee/employer relationship exists, Procurement Services notifies Department and returns documents to process through HRM/Payroll (whichever is applicable).

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