

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 with all the required forms attached. These forms consist of:

- A <u>contractor information</u> form (PUR-CR)
- Spend Authorization (if travel is required)

Procurement reviews information submitted by Department.

Procurement reviews for possible employee/employer relationship conflicts.

Procurement 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 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</u> Database.

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

If employee/employer relationship exists, Procurement 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 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