

UPDATED - Contract Checklist for the Department

1. If the vendor is not set up in Oracle, send the vendor a W9, new supplier form and EFT form to be completed. If we have those forms on file and they aren't older than two years, this step can be skipped with authorization from twuvendor@twu.edu.
2. Once the W9 and new vendor forms are completed, send them to TWUVendor@twu.edu and the vendor will be set up in Oracle. You will be notified when the vendor has been set up.
3. Complete the Contract Routing Sheet (CRS) – please follow the instructions on the front page of the CRS (page 1). On the CRS, please be sure to answer these questions properly:
 - a. Is Vendor a TWU employee or related to a current TWU employee?
 - i. Have they been employee within the last 12 months? (if so, choose Yes)
 - ii. Is the vendor related to someone at TWU (if so choose Yes)
 - iii. If you chose yes to either of these two questions, contact Amanda Noday in HR and she will verify their employment date and tell you how they should be paid
 - b. Is this a new vendor?
 - c. Is the contract a result of a Formal Bid? If so, add the formal bid#.
 - d. Description of contract: please provide a brief explanation for the contract (Example: Dr. Cyndi Smith lecture on Women in the Workplace on 4/30/21 at 3:00 pm)
 - e. **Please make sure the Vendor contact info is the person who will sign the contract.**
4. Obtain "Account approver" signature on the CRS. By signing, this department is verifying that the contract addresses all of their business needs and that the funding is in place.
5. If you are purchasing software, licenses, web applications, or any type of cloud based services, a [Risk Assessment](#) & [TX-Ramp Certification](#) is required, along with a signature from ITS. This process is also required if the software purchase is a renewal.
6. For 19 accounts - the CRS must be signed by the Office of Research and Sponsored Programs prior to being submitted to Risk or Contracts for review.
7. **NEW PROCESS:** If the contract is for services, the vendor will need to provide a Certificate of Liability Insurance (COI). The contract, COI and CRS should be sent to Risk@twu.edu for Risk Management review. This applies to all Master Services Agreements, Performer Agreements, Photography/Videographer contracts, all Facilities Mgmt department contracts and any other service contracts. If you are unsure if your contract needs review by Risk Management, please email Risk@twu.edu for guidance.
8. **No process change for Guest Lecturer Agreements.** These contracts do not require insurance review by Risk Management so they will still be sent directly to TWUContracts@twu.edu.
9. Once contract has been reviewed and approved, it is processed by the Contracts department and an email will be sent that contains the contract# (ASC-2022-XXX). You then will enter a requisition and reference the contract number on the description line.
 - a. After contract is signed, the department contact will be notified via email. Purchasing will send a copy of the fully executed contract along with the PO to the vendor.

b. IMPORTANT: The contract must be signed, the requisition submitted and the PO done PRIOR to the date of the event or service being done.

10. Department will receive for payment in Oracle after the work has been completed.

11. The vendor submits the invoice to TWUPayables@twu.edu.