

# TENNESSEE STATE UNIVERSITY

Office of the University Counsel

Procedures for Processing Contracts

Quick Reference Checklist

	Task Complete ✓	Task
1.		Discuss details and requirements with potential Contractor.
2.		Forward the contract to Univ. Counsel's office for preliminary legal review.
3.		After the preliminary legal review College/Unit contract contact submits Contract to Contractor and requests a signed copy be returned.
4.		Contract contact/initiator creates and signs Contract Routing and Approval Form and attaches the form to the Contract.
5.		Submit completed routing form and contract to applicable VP for signature.
6.		Contract submitted to Univ. Counsel's office for the assignment of a contract number, final legal review/approval, and President's approval and signature.
7.		The University Counsel's office will distribute the signed contract to the respective Contract contact via electronic (email) delivery. The Contract contact will forward signed Contract to the Contractor.

**Attachment I**

**Required Attachments for initiating Contracts**

	<b>Description</b>	<b>Required Documents</b>
1.	Amendment/Renewal	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Amendment/Renewal (required)</li> <li>➤ Original Contract (required source document)</li> <li>➤ Purchase Requisition (if required)</li> <li>➤ Letter to Justify Late Submission (if required)</li> </ul>
2.	Personal/Professional/Consultant Contract	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Agreement (required)</li> <li>➤ Purchase Requisition (if required)</li> <li>➤ IRS W-9 Form (required)</li> <li>➤ Minority Ethnicity Form (required)</li> <li>➤ Letter to Justify Late Submission (if required)</li> <li>➤ Justification for Non-Competitive Purchase (required for contracts \$4,999 thru \$25,000)</li> <li>➤ <b>Don't forget Attachment 1 (Attestation)</b></li> </ul>
3.	Letter of Agreement (This form to be used for seminars or workshop speakers, guest lecturer, etc. for services \$500.00 or less)	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Agreement (required)</li> <li>➤ Purchase Requisition (if required)</li> <li>➤ IRS W-9 Form (required)</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Minority Ethnicity Form (required)</li> <li>➤ Letter to Justify Late Submission (if required)</li> </ul>
4.	Use of Campus Facility Agreement	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Agreement (required)</li> <li>➤ Copy of user Insurance Rider (required)</li> <li>➤ Letter to justify late submission (if required)</li> </ul>
5.	Clinical Affiliation Agreement	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Agreement (Required)</li> <li>➤ Contract and Addendum (if required)</li> </ul>
6.	Non-Standard (Vendor-Generated) Contract	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Contract (required)</li> <li>➤ Purchase Requisition (if required)</li> <li>➤ IRS W-9 Form (required)</li> <li>➤ Minority Ethnicity Form (required)</li> <li>➤ Justification for Non-Competitive Purchase (required for contracts \$4999 thru \$25,000)</li> </ul>

	<b>Description</b>	<b>Required Documents</b>
7.	Workshop/Seminar Contract (up to \$5,000)	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Contract (required)</li> <li>➤ Purchase Requisition (if required)</li> <li>➤ IRS W-9 Form (required)</li> <li>➤ Minority Ethnicity Form (required)</li> <li>➤ Letter to Justify Late Submission (if required)</li> </ul>
8.	Dual Service Agreement	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Agreement (required)</li> <li>➤ Purchase Requisition (required if TSU is the vending party)</li> </ul>
9.	Memorandum of Agreement/Understanding (MOU/MOA)	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of MOU/MOA (required)</li> <li>➤ Letter to Justify Late Submission (if required)</li> </ul>
10.	Grants	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Grant (required)</li> </ul>
11.	Service Maintenance	<ul style="list-style-type: none"> <li>➤ Contract Routing and Approval Form (required)</li> <li>➤ Two copies of Maintenance Agreement (required)</li> <li>➤ IRS W-9 Form (required)</li> <li>➤ Minority Ethnicity Form (required)</li> <li>➤ Letter to Justify Late Submission (if required)</li> </ul>