



2023 CONTRACT WORKSHOP AND TRAINING
Office of General Counsel



Process for TSU-Drafted Contracts

1. Discuss Contract details with Contractor

2. Fill out a Contract Routing Form and TSU Standard Agreement

3. Review budget and secure Procurement approval

4. Complete Procurement bid process if over \$10,000

5. Submit Routing Form & Contract (Word version) to the OGC

6. Await OGC review, and correspond with the OGC regarding revisions or questions

7. Upon approval, work with the OGC to obtain signatures

Please note that TSU Standard Agreements should be used for ALL Contracts with outside vendors.

In the rare case that a vendor's agreement is used, the OGC will communicate to you the need for edits or a TSU Standard Addendum.