

## Contract Procedures Flowchart under \$30,700

### Step 1

Complete and SUBMIT the online Contract Processing Form along with the appropriate contract and supporting documentation to Legal@stockton.edu. *Note: Service Provider Contract must include the service proposal.*

### Step 1a

If the contract is > \$4605, Vendor must have NJ Business Registration information in Banner. If not, obtain a copy and provide to Purchasing for upload to Banner. *Note: an "L" number will NOT be assigned until this requirement is met.*

### Step 1b

If the contract is > \$17,500, Vendor must satisfy Step 1a requirements and additionally submit a Certificate of Disclosure of Political Contributions

### Step 2

Office of General Counsel (OGC) assigns an "L number", reviews the Contract, and e-mail the contract to the Requestor. The Requestor forwards the contract to the vendor for review/acceptance. *Please note: Any changes to the contract must be reviewed and approved by the OGC.*

### Step 3

Upon receipt of the Contract from OGC containing the "L" number, Requestor completes the online Banner Requisition inserting the "L" number in the description, document text, and comments line generating a purchase order number (be sure to select a PO address). Forward to BUM for vendor verification, available funding confirmation and approval.

### Step 4

Once BUM approves the contract, the Requestor coordinates with vendor to obtain full execution of the Contract.

### Step 5

Upon receipt of the contract from Vendor, the Requestor will scan the fully executed contract and exhibits to the Purchasing e-mail address: req-back-up. A scanned copy (without exhibits) should be forwarded to the Office of General Counsel at Legal@stockton.edu

### Step 6

Purchasing uploads the fully executed contract, behind the purchase order, in Banner and sends a Purchase Order to the Vendor.

### Step 7

Once service is performed, the Requestor submits the Vendor Invoice to Accounts Payable to be processed against the Purchase Order.

### Step 8

The original contract with all exhibits attached is held by the Department for 7 years as required by law.