Department Agreements – Non-Software

Requestor submits agreement in WSS and assigns Stakeholders

Procurement reviews agreement and redlines business terms

- Acknowledgement to the requestor or completion in two business days.

Procurement moves redlined document to next step in review process.

- OSPA (federal funds only)
- ISCO reviews only if protected data is selected by Requestor and approves/denies in WSS
- Legal approves/denies in WSS

Procurement or Legal sends agreement to Supplier for review

- Supplier agrees with redlines or continues negotiation

Procurement Services routes document for signature in AdobeSign

- Requestor "recommended by" signature
- Supplier signature
- Procurement Services signature (Director if over $400K)

Requestor receives copy of completed agreement and proceeds with purchase.

- Requestor pays with ProCard if under $4,500
- Requestor submits purchase requisition if over $4,500