Basic Routing Process for University Contracts
These procedures apply to contracts for the purchase of goods or services at Shawnee State University.

**Step 1:** Contract Receipt and Department Review
- Does the contract reflect the department’s understanding of the services or products to be provided?
- Has the department budget authority approved the expenditure?
- Are there conditions placed upon the department, and can the department fulfill those conditions?

**UNACCEPTABLE**
- Follow up with other party until contract is acceptable.

**ACCEPTABLE**
- Complete Contract Intake Form and send with unsigned contract and accompanying documents (if any) to contracts@shawnee.edu

**Step 2:** Intake and Initial Reviews
- Preliminary Business Review
  - Is contract in compliance with finance policies and procedures?
  - Who are the required reviewers?
  - What is the level of risk?
- Preliminary Legal Review
  - Does contract include prohibited terms?
  - For service contracts, do other state law provisions apply?
  - Who is the required signatory, per BOT Policy 5.27?

**Step 3:** Full Review
- All required reviewers review the agreement, identify issues, and suggest revisions, as necessary.

**Step 4:** Execution of Contract
- No Changes Necessary
  - Contract Services Coordinator obtains authorized signatures,* disseminates copies of the agreement to all parties, and ensures contract is entered in Contract Assistant (contracts repository).
  - *Contracts Services is migrating to DocuSign for all signatures.
- Changes Necessary
  - Contracts Services Coordinator requests changes from other party, who accepts changes. Contract is signed by all parties, OR
  - Other party does not accept changes. Negotiations ensue, and contract is signed if satisfactory terms are negotiated, OR
  - Contract is not signed and service may not be performed or product provided, if satisfactory terms cannot be negotiated.

For more information, contact:
Contracts Services • 740.351.3460
Office of General Counsel • 740.351.3283