STUDENT AFFAIRS CONTRACT ROUTING PROCESS

STEP 1: Does this belong in UGAMart or DocuSign? *

- Use DocuSign if routing to OLA (routing form with LT Member and respective Admin Team member initials/approvals sent via DocuSign to Marshall Chalmers) if any of these apply:
- No money is exchanged
- Both entities are UGA (MOUs)
- Money is coming **to UGA**
- Academic experiential agreements
- Consulting agreements within the USG

If UGAMart

STEP 2: If contract for speaker or entertainer, request and receive email approval from VP; if not skip to step 3

- Send an email to VP Wilson, copying your admin team member, to request approval to bring speaker/entertainer to campus. In this email, include 4 pieces of information:
- the name of the speaker/entertainer
- the date of the event
- the nature of the performance, including any potential topics that might be discussed
- the contract price
- DO NOT attach the contract to this email

STEP 3: Prepare UGAmart Cart/Requisition

- If vendor is not already a registered supplier, work with vendor to get registered, then process a requisition on appropriate paying chart string (for either UGA or Foundation funds)
- Select vendor's name from the vendor list
- Enter a description of contract , quantity "1"
- Enter the price of contract
- Attach the contract document(s)
- In a **separate** attachment, attach email from VP Wilson -- **ONLY REQUIRED for speaker/entertainers**

STEP 4: Enter the accounts and submit for approval *

- Enter the chart string(s) paying for the contract
- Procurement will seek OLA review/approval of contract and issue a purchase order to vendor when finalized.
- If the contract requires payment on the day of event, include an internal note in the requisition specifying PAO (Payment to Accompany Order) is requested, with specific instructions to send check to departmental office to be held until event occurs. Procurement will then send the PO to A/P so they can process payment.

STEP 5: Payment Needed

- When payment is needed, create a receipt against purchase order, Accounts Payable will issue payment to vendor.

Step 1 Note* - Marshall will approve and return agreement/MOU for LT Member signature which completes the process.

Step 4 Note* - No payments for events, performances or goods/services should be paid in advance. Be certain it's clear in your note that checks are to be returned to the department to hold. Only use PAO process when contract specifies payment must be received on day of the event.