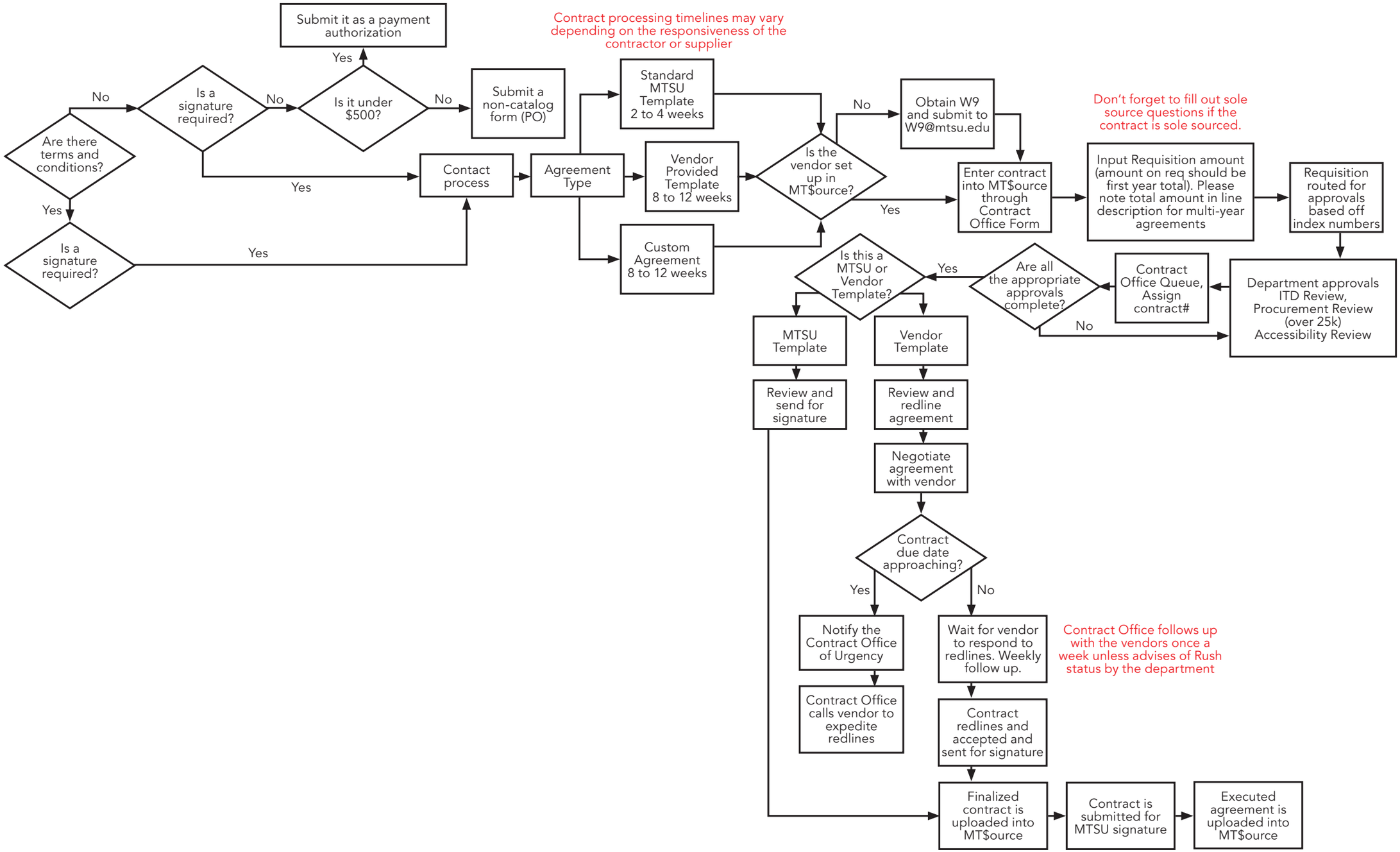
Submit it as a payment authorization
Yes
Contract processing timelines may vary depending on the responsiveness of the contractor or supplier
No
Is a signature required?
No
Is it under $500?
No
Submit a non-catalog form (PO)
Standard MTSU Template 2 to 4 weeks
Are there terms and conditions?
Yes
Contact process
Agreement Type
Vendor Provided Template 8 to 12 weeks
Is the vendor set up in MT$ource?
No
Obtain W9 and submit to W9@mtsu.edu
Don't forget to fill out sole source questions if the contract is sole sourced.
Yes
Enter contract into MT$ource through Contract Office Form
Input Requisition amount (amount on req should be first year total). Please note total amount in line description for multi-year agreements
Requisition routed for approvals based off index numbers
Is a signature required?
Yes
Custom Agreement 8 to 12 weeks
Is this a MTSU or Vendor Template?
Yes
Are all the appropriate approvals complete?
Contract Office Queue, Assign contract#
Department approvals ITD Review, Procurement Review (over 25k) Accessibility Review
No
MTSU Template
Vendor Template
Review and send for signature
Review and redline agreement
Negotiate agreement with vendor
Contract due date approaching?
Yes
No
Notify the Contract Office of Urgency
Wait for vendor to respond to redlines. Weekly follow up.
Contract Office follows up with the vendors once a week unless advises of Rush status by the department
Contract Office calls vendor to expedite redlines
Contract redlines and accepted and sent for signature
Finalized contract is uploaded into MT$ource
Contract is submitted for MTSU signature
Executed agreement is uploaded into MT$ource