**Vendor Signature**

**Director of P&SS**

**Contract Request Received**

**Director/ Dean/Chair Approval #1**

**Legal Review (Via Email) Link to procedures ?**

**Purchasing Final Review**

**Purchasing Review**

**Director/ Dean/Chair Approval #2**

**AVPFS OR Director of Procurement & Strategic Sourcing**

Approvals

Signatures

Internal Review

Draft/Review

**Contract Value Minimum: $0 – $99K**

 **Minimum Estimated Completion Time: 1-2 Weeks**

**Sponsored Programs (TCM)**

**IT Review (TCM)**

*If Applicable*

**Risk Management Review (TCM)**