



## CHICAGO STATE UNIVERSITY

### **CONTRACTING PROCEDURES**

Contractual purchases \$10,000 and more must include a CSU Contract. The requesting department is required to complete the Contract template and obtain vendor's signature when applicable.

Orders for services such as repairs, maintenance, or professional/artistic services that meet the above dollar threshold require a CSU Contract.

A CSU Contract that is prepared by the department, including any vendor contract, regardless of the dollar amount, must be reviewed by CSU Legal. The Legal Department must have sufficient time to review documents before vendor begins performance. Requesting department is responsible for making sure this occurs.

- To ensure a smooth contracting review process:
  1. Utilize the current Contract and/or Amendment templates, accessible via links at the bottom of this page.
  2. Review all fillable blanks in template(s) to confirm all necessary information has been entered.
  3. Obtain vendor's signature on the Contract, Amendment or any other document provided by vendor that requires a signature (quote, order form, license agreement, etc.).
  4. If additional documents are incorporated into our Contract (and are listed on pg 1, in the 4<sup>th</sup> fillable box to the Contract), the Legal Department will need to review. Documents listed in the Contract must be included in your online submission via CSU Buy.
  5. To avoid potential delays in the legal review process, confirm the service terms (start/end dates) referenced across all documents are identical.
  6. Allow sufficient time for legal review and be aware a vendor cannot initiate services until the Contract, Amendment and/or vendor documents are signed by both parties, and a Purchase Order is generated through CSU Buy.
  7. When preparing an Amendment to a CSU Contract, include the original, fully signed Contract with your submission, as well as any other documents that were incorporated into the Contract. Note, however, an Amendment cannot be proposed if the original Contract's end date has passed. In this case, drafting a new Contract will be necessary.
- Additional requirements from our Procurement Services team can be found at [https://www.csu.edu/financialoperations/procurement/documents/Requisition\\_Checklist.pdf](https://www.csu.edu/financialoperations/procurement/documents/Requisition_Checklist.pdf).

***Click here to download Contract template***

***Click here to download Amendment template***