Introduction to CobbleStone

What is CobbleStone?
WSU has purchased the CobbleStone Software company’s “Contract Insight™ Enterprise Edition” software for use as WSU’s contract management system. This system is what is meant by the term “CobbleStone”.

What are the Ways WSU Uses CobbleStone?
WSU uses CobbleStone for many aspects of contract management, including the following:
- Generating a unique WSU Contract ID Number for every contract.
- Creating and maintaining a Contract Record for each WSU contract, including information and documents relevant to each contract.
- Serving as the official document repository for all WSU contracts executed after February 15, 2018.
Accessing CobbleStone

**CobbleStone Access Levels**

- WSU has created various CobbleStone user groups, each with its own set of CobbleStone access permissions based on the business needs of the users.

**Logging In**

The first step to accessing CobbleStone is to log in. Non-Pullman people will need to VPN into the Pullman Server.

Start by going to: [https://cobblestone.wsu.edu/](https://cobblestone.wsu.edu/)
- (Chrome is the preferred browser)

Log in using your WSU network ID and password.
Once you log in, you will land on the "My Calendar" page.

- Your Calendar will display alerts for any contract on which you are an Assigned Employee or a Contract Administrator based on the end date and notify days that were specified when the Contract Record was created.
  - If you do not have these roles, you will not see any alerts in your Calendar (it may be empty).
  - If you have these roles for many contracts, you will see many alerts.

You can navigate "My Calendar" by date, and you can filter the display by status.
Searching for a Contract Record

There are two general ways to search for a Contract Record in CobbleStone.

**Searching with the Quick Search Bar**

Use the **Quick Search** bar, which does a Google-like search.

Type your search term into the **Quick Search** bar. Below is an example:

```
"Courtyard Marriott"
```

*Search Now*
Searching with the Reports/Searches Contracts Dropdown

You can do a more precise search using the Reports/Searches dropdown.
In the toolbar at the top of the screen, click on **Reports/Searches > Simple Search > Find/Search Contract**.

Or click on **Contracts > Find/Search Contracts**

Then click in the **Find where** field and scroll down the drop down menu to select the record field you want to use for your search.
Searching with the Reports/Searches
Contracts Dropdown Cont.

Then enter the term for which you wish to search your chosen record field.

- **Note for users searching by Counter Party (a.k.a. vendor, contractor):** Some Counter Parties have not yet been added to CobbleStone. Just because they do not come up on your search does not mean WSU has not contracted with them or done non-contractual transactions with them.

- **General search note:** The most effective way to search is to use the Contract ID Number. It will, therefore, be helpful to you to refer to the Contract ID Number when you refer to a contract, such as when you email about a contract. That way the Contract ID Number is easily at hand.
Viewing Your Search Results

If CobbleStone finds records that meet your search terms, it will display a list of search results. You can narrow your results in a number of ways.

- Use the **Search Files** or **Search Notes** fields.
Filtering your search results.

To filter, type in the term for which you want to filter, then choose how you want it to filter (Contains, Does Not Contain, Etc.)
Sorting Search Results

You can also sort your search results in ascending or descending order by clicking on a column heading.
You can Export your search results by using the Export options at the left side of the page.
Creating Records in CobbleStone

- CobbleStone records begin with a request

**Step 1: Submitting a Request**

- Determine what type of agreement the request consists of. Determine if all supporting documents are present and complete:
  - Use the Required Supporting Documents form, attached here as Exhibit A and the Contract Review Sheet (CRS) to determine which supporting documents are required.
    - At minimum, the CRS should have the following to be considered complete:
      - For all contracts: Unit Name, Unit Contact Name, Date Contract Needed, Contact E-mail Address, Contact Telephone, Vendor Name, Purpose of Contract, Type of Contract, whether the action is a New Contract / Renewal / Modification etc., Start Date, End Date, Expenditure Authority signature, and Dean/Director/Chair signature.
      - Cost/Revenue contracts: everything in ‘all contracts’ plus cost/revenue to university, program-budget-project numbers, funding source, payment method, Expenditure Authority signature.
    - The PCard Exception should have the following to be considered complete
      - It should reflect the same details as the project in question, should have a stamp (likely in the top right corner) saying the request is approved, and initialed by Jeff Senkevich or his team.
    - The Direct Bill exception is simply an email from the Controller’s office saying the exception is approved.
    - The SAAM is a state form – all fields must be completed.
To enter a request into CobbleStone:

- Compile all documents and related information.
- Log in to CobbleStone
  - Search CobbleStone requests and contracts to be sure a record does not already exist for this project. If not already in CobbleStone:
  - From the Requests menu, select Add Request Record.
  - From the menu that pops up, select the appropriate type of request.
    - **Contract Requests** will be what is used to create a request for the Contracts Office to process. **Delegate Requests** will be used to enter contract that are or will be executed by a Delegate. Select Continue.

Fill in the fields with the appropriate information from the supporting documents. Fields with red asterisks are required.
Filling Requests Forms - Details

- **Contract Type** would have been Type of Contract on the Contract Review Sheet, click on the drop menu and choose from the extensive list.
- **Contract Category** this offers options for Amendment, Addendum, or Renewal, Master Facility Agreement, Counter Party Agreement, Request for Draft, or WSU Template, choose the most appropriate option.
- **Request Title**, please choose a descriptive title that will be useful in searches and reports.
- **Background and Purpose**, this would be a good place for important searchable notes; if it is being converted from a variable contract number, renewal notes, department(s) involved, etc.
- **Review Group**, this is the group that will be reviewing and executing the contract; choose Contracts Office or Delegates as appropriate.
- Note that the **Requestor** field will default to your own information. It is acceptable to leave this information as is.
- Note that the **Department** field will default to your own department – if necessary change this to the correct client department.
- Note that **Number of Pages** is not a required field, but if you don’t fill this in, an auto-task will not be generated for the assigned Contract Manager in the end.
- **Dept Requested By Date** is the date that the contract is needed by the department, for facility use and lodging contract this is often specified by the counterparty. Be aware this field accepts numbers in date format only.
- **Start Date** and **End Date** are the performance dates.
- Choose **Method of Award** as appropriate.
The **Contacts** section is for the people that will be the primary point of contact for the contract.

<table>
<thead>
<tr>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WSU Contact Name</strong></td>
</tr>
<tr>
<td><strong>WSU Contact Phone</strong></td>
</tr>
<tr>
<td><strong>WSU Contact Email</strong></td>
</tr>
<tr>
<td><strong>Counter Party Contact Name</strong></td>
</tr>
<tr>
<td><strong>Counter Party Contact Phone</strong></td>
</tr>
<tr>
<td><strong>Counter Party Contact Email</strong></td>
</tr>
</tbody>
</table>

The first row is for the **WSU Contact** there is a field for their name, phone (with extension as needed), and email.

The second row is for the **Counter Party Contact** there is a field for their name (this should be the name of a contact person, not the name of the counterparty, example “Jane Smyth” not “Smyth’s Construction”), phone (with extension as needed), and email.
If a counter-party exists, choose it from the dropdown menu under the Existing Counter Party field. If one does not exist leave blank, but be sure to enter the correct vendor information in the remaining fields in the Counter Party Info section.

**Non Financial or Revenue Agreements** Only check this box if WSU will not be paying any money for this contract (if we pay and are reimbursed do not check this box) or if we are receiving revenue (service center agreements, professional editing agreements, etc.)
Street1, Street2, City, State, Postal Code, and Country are current for the new counter party and will match the provided W-9

Business Type this should be identified on the W-9, if you don’t know please leave it blank
WSUID if known, if you have access to WEBl or AIS you may be able to find this, if unknown please leave blank
Tax ID BIN is located in Part 1 of the W-9, if you don’t know this please leave it blank
**Filling Request Forms - Financial**

- **NTE Amount**: is the not-to-exceed amount of the contract, fill this in with the maximum amount the contract could run, estimate if necessary. We also need this filled in for revenue contracts.

- **Payment Amount**: if there are payments spread out on a schedule, or if it is to be paid all at once.

- **Number of Payments**: How many payments will be made.

- **Payment Terms**: this gives some options for the payment schedule, if your schedule doesn’t meet any of the options, please choose **Other**. If you don’t yet have a schedule please choose **TBD**.

- **Fund Source**: this indicates where the money that WSU makes payments is coming from. If revenue or $0 please choose **Other**.
Filing Request Forms - Record Info and Save

Note that NOTHING IN THE RECORD INFO SECTION SHOULD BE CHANGED. Not even the ‘ready for conversion’ box.

Select Save & Continue

In the new page that populates, you’ll notice two things.

- First, the request status is set to pending (top of page)

- Second, there is an auto-task generated for the person who created the request.
Filling Request Forms -
Uploading Documents

Upload all required documents

On the request record page, upload the documents associated with this request by either using the Choose File function, or by dragging and dropping files into the record.

Note that files should be uploaded with descriptive file names, (the notes section here doesn’t function).

Appropriate file names might include:
- CRS
- Original draft for review

After you have uploaded the contract files you will notice a red tool box shows up next to the files.
When you click on the toolbox you will see the Document Toolbox.

The top section will contain information about the file, the bottom section has tools for files. The first one that you might use is Manage. Click on this to add notes next to your file, for example you may want to put CRS next to your approval document, Contract next to the contract document, etc…
Filling Request Forms - Tasks

- Navigate to Tasks in the Tasks, E-mails, Workflow, Alerts section

Open the task by selecting **view**.
**Filling Request Forms - Tasks Cont.**

- **READ** the task.
- **Note,** if you complete/approve the task, (in Contracts Office records) an auto-task should be created for Shelley to review the record, this is especially important if a vendor needs to be created on a zero dollar or revenue contract.
- **If all items in the task are complete and all documents are uploaded**, complete/approve.
Notes & Comments

To add a note or a comment (for example: reached out to vendor for W-9), click in the text box, type or paste your note, then click **Save Note**.

**Linked Information**, at this stage this will typically only be used for the old “various” contract that we need unique contract number for.

At this point, if you have all the information you need to proceed to creating a delegate contract record, refer to the Converting From Request to Contract section.
Step 2 Manage Your Pending Requests

From the top menu, under Requests, select Pending Requests.

Under the Search Pending Requests heading, select the drop-down menu and choose My Departments Requests. Then select go.

From the list that populates, sort for priority based on, for example, date submitted, by clicking on the column/category header until the rows are displayed in ascending or descending order as you prefer.

Once you’ve established the priority order in which you want to work on requests, find the request you want to look at and select view.

Double-check that this request is not a duplicate of another request or contract already in the system.

In the page that populates, scroll down to the Files, Documents, Attachments section and select the document(s) you need to view to vet the request.

Determine if all supporting documents are present and complete from the previous outline.

On the main record page, compare the information to what’s provided in any supporting documents, and make sure it is accurate. Use the edit icon next to any field to correct information.

If you have an open task on the request,

   Open the task by selecting view.

Complete/Approve the task.

Proceed to the Converting from Request to Contract section of this document.
Step 3 Converting from Request to Contract

- If you’re not already in the appropriate request, open the record in CobbleStone.
- Note that you can only search for requests by using the Find/Search Requests search function, in the Requests menu.

Approve the request, by selecting Request Accepted from the Select Request Status dropdown menu at the top of the page. Then select Update Status.

On the new page reconfirm the type of agreement you’re working with. If you need to change it, select the correct type from the drop down menu, then select Continue.

Double-check that all record information is correct, and insert more information as needed, indicated by red asterisks.
- **Note:** Assigned To will default to the person who created the request… change it to the Contract Manager who will be assigned to review the contract. Also put the person expected to sign the contract in the “Executed By” field.

Select Save & Continue. At this point, the request will be converted to a contract record.
- Take note of the Contract Number, which you can find at the top of the page, and in the URL bar.

In the contract record that’s created, make sure a task has been generated for the correct Contract Manager, and that all documents and details have migrated to the contract record successfully.
- Correct anything that needs to be corrected by selecting the edit pencil next to any field.
Create Contract From Counter Party Page

An alternate way to create a contract when it does not need to come to the Contracts Office is by Counter Party.

Go to **Counter Party** in the top tool bar

Choose **Company List**

Type part of the Counter Party’s name in the Company Name field and choose “Contains”
Your results will show everything that contains what you typed no matter where it shows up in the Counter Party name.

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriott</td>
</tr>
<tr>
<td>View Details View Contract(s)</td>
</tr>
<tr>
<td>View Details View Contract(s)</td>
</tr>
<tr>
<td>View Details View Contract(s)</td>
</tr>
<tr>
<td>View Details View Contract(s)</td>
</tr>
<tr>
<td>View Details View Contract(s)</td>
</tr>
</tbody>
</table>

Click on View Details to show the Company’s page. In the left toolbar under **Create From Company**, choose New Contract for Company.
Similar to the Contract Request process, you will be taken to an Add New Contract Record Page, choose the type of contract you are entering.

- Select a Type
  - Affiliates
  - Client Services
  - Equipment & Rights of Access
  - Equipment Rental (Including Copiers)
  - Generic
  - Internancy
  - International Affiliation
  - International Articulation
  - International Faculty-Led Trip
  - International Generic Partnership
  - International Memorandum of Understanding
  - International Programs English as a Second Language
  - International Recruitment
  - International Student Exchange
  - International Training or Internship
  - Lease Agreement (Real Property)
  - Lodging and/or Facility Use
  - Maintenance Agreement
  - Performer or Speaker
  - Personal Services
  - Provider Services
  - Purchased Service
Create Contract from Counter Party Page Cont.

The next page you will fill in the Details of the contract, this example is for Facility Use with Oakland Marriott.

- **Contract ID** will be completed by CobbleStone when you finish this page and hit Save & Continue.
- **Contract Type** you choose on the last page.
- **Counter Party** is auto completed based on the Company Page you started on.
- **Department** and **Assigned To** auto complete based on who is signed in, this may need changed to the department information.
- **Contract Title** is auto completed identical to the Counter Party.
- **Purpose**, please put meaningful information in this field.
- **Number of Nights**, **Number of Employees**, and **Number of Nonemployees** are to be completed when the record is made.
- **Number of Pages** must be filled in for Cobblestone to auto generate a task.
- **Status** should remain new unless it is already in process then it should be changed appropriately.
- **Category** is for Amendment, Renewal, Master, or New.
- **Renewal Notes** is to be used for notes only, this will not trigger a task.
- **Executed By** is a text field, fill in the name (First Last) of the person who will be signing or has signed the contract, it is important to keep this consistent.
Contacts is the next section, on this page it is only the WSU contact information that is requested.

Dates need to be filled in as accurately as possible.

Financial Section here is somewhat more comprehensive than it is on the Request record.
Reviewing Your Contract Records

After you have the Contract created it may be necessary to revisit the contract record to make notes or corrections. Uploading files looks a bit different on the contract record:

Here you are able to enter notes that will show next to the file in the file list. Also you are able to choose the file category.
You may also change the file category by selecting the red toolbox next to a file, choosing “Manage” and use the drop menu at the top.
CobbleStone Tasks

Workflow in CobbleStone is generally guided by Tasks, there are tasks in CobbleStone that are auto-generated and there are also tasks that can be created by a user.

- To find your tasks go to the upper left side of the browser window and click on My
- At the bottom of the drop down menu you will be able to navigate to either your Contracts Task List or your Requests Task List.
- If you click on your Requests Task List you will have a page that contains all tasks that are assigned to you on Requests. Any tasks you have on contracts will not show up here. Alternately if you click on Contracts Task List your requests tasks will not display.
The first heading you will see is **View Task**, this is a link directly to the task that is assigned to you.

The second heading is **View Request**, this link may be somewhat more helpful as it will take you to the request page so you have some background prior to opening the task.

All other headings are searchable if you are looking for a particular task just type into the field, then click on the funnel button, you will be given options for filtering the results that you see. Please note that if this search function eliminates too many, or all, of your tasks you must choose **NoFilter** and allow the page to repopulate.
After the task is open you should see something similar to the following.

On the left toolbar under **Process** there are buttons to **Complete/Approve Task** or **Reject Task**. If the task is part of certain defined CobbleStone workflows after you complete your task a task will be generated for the next person in the workflow. If you delete the task there is no task generated, the request or contract effectively stalls on your desk.

On the left toolbar under **Actions** there are options to **Add New Task**, **Assign Employees**, **View History**, or **Return to Request Details**. Be aware if you **Assign Employees** without creating a task for them they will not be notified.

If you need to create a task for another person from the request page, click on the **Add Task** button over the tasks list (see below) the task page will load (as above) but will be blank. Create a descriptive **Task Name**, choose the **Employee Assigned To** from the drop down menu (if you begin typing it will filter down the options), enter dates. This task will show up on their task report for either requests or contracts as appropriate. The field **Notify Days** determines when an email is sent to the individual that the task is assigned to. If you fill in 10 here then 10 days from the **End Date** the person will receive an email notifying them about this task. Details and Notes are used interchangeably.
To view any Contracts Tasks assigned to you, select My from the top menu, then select Contracts Task List. Alternately, to view the Requests Tasks assigned to you, select Requests Task List from the same menu.

The page will populate with a list of all tasks assigned to you. To view the specific task, select View Task. To view the entire contract record associated with an assigned task, select View Contract.
Creating and Closing Tasks

Creating a new task - first make sure you’re in the relevant contract record. Then, scroll down to the Tasks, E-mails, Workflow, Alerts section and select the Add Task button.

The fields with red asterisks are required.

- The Task Name will populate on the assigned individual’s My Tasks report, so be sure to call it something meaningful, but concise.
- The Employee Assigned To field will default to you, so change it to whomever you’re creating a task for.
- Role or Group is not required
- The task Start Date is usually the date you’re creating the task. If the task doesn’t need to be started until a later date though, you can fill it in with whatever is appropriate.
- The End Date is effectively the due date for the task, the date it needs to be completed by. This date may or may not be related to any contract dates
- The Notify Days field is used to create a system-generated email notifying the assigned individual of the task, and must be a whole number. Subtract the whole number from the End Date, and that’s the date the assigned individual will receive the notification email. For example, if your end date is January 15th and your Notify Days is set to 5, the assigned individual will be notified of the task on January 10th. Note: if your notify days exceed today’s date (i.e. the notify date is effectively in the past), the individual will not get an email notification. The task will still populate on their to-do list, though.
- Use the Notes section to give more specific instruction on what needs to be accomplished with the task.
- Use the Escalate To section to choose a person the task will be escalated to, if the task is not completed by the End Date.
- Use the Escalate After (Days) section to determine the number of days counting up from the start-date that the task will be escalated after.
- To save the task, select Save & Continue.
Closing a Task

Find the task you wish to close and select View.

- Note: if the task is not already assigned to you, you won’t be able to complete/approve/reject it.
- In the left-hand menu, choose the action you wish to complete: either Complete/Approve Task or Reject Task.
- Note: In the contract record neither completing/approving nor rejecting a task will create a task for anyone else in the system. If you want to call someone’s attention to the record, you need to create a task for that person.

There are instances of a party completing a task that kick off a task for another party. Example: when the person entering completes their task is when I am assigned a task auto-generated by CobbleStone. Another example: when Judy completes a vendor creation task a task is auto-created for me.
In CobbleStone we generally use notes and tasks to communicate about contracts. At this point the initial review task for the contract manager is the only auto-generated task in CobbleStone on the contract record. A task will not auto-generate when a note is created.

To create a note navigate to the Notes section either by scrolling down the page or by clicking on the Notes button in the left toolbar.

Once there you may start typing in the notes box. Giving your note a subject is an option but is not required. After your note is complete click on Save Note under the box.

It would be good to use the notes section to track if there are any delays in processing, when the PE was sent to the Counterparty, and any other events related to the contract.
CobbleStone History

CobbleStone History is a tool that we use quite a bit to determine what has taken place on a record, when and by whom. Click on the View History button and you are taken to a complete audit log for that record. If you wish to keep a copy of the record outside of CobbleStone you can export it to an Excel file.
Creating Dashboards

If you wish to set up a dashboard so you have access to your tasks or any report you choose click on **Home** and choose **My Dashboards**

Then click on **Add New Dock**
Creating Dashboards Cont.

Choose a name for your dock then choose the type

I have selected Ad-Hoc Reports/Searches, once the page reloads I am provided with a list of existing reports.
I choose **Request Task List** and for Docking Zone I select the **Left Column**. Then I save my selection and my dashboard now looks like this.
Creating Dashboards Cont.

Next I follow the same steps for my **Contract Request List** and choose the **Right Column**.
Now my page looks like this

Note: after you have **My Dashboards** set up Cobblestone will still put you on the calendar page after you log in, but you can navigate to this page any time.
Exhibit A - Required Supporting Documents

**AFFILIATION / INTERNSHIP**
Definition: Affiliation / Internship agreements are agreements where one party is accepting the students (sometimes referred to as interns, trainees…) of the other party for the purpose of an internship, clinical experience, or similar. These agreements are most often used by the Colleges of Pharmacy, Nursing, Medicine, and the Schools or Programs in Nutrition and Exercise Physiology, Speech and Hearing Sciences, Human Development, though this is not an exhaustive list. The agreements we most often process are those where WSU is sending its students to another party for an internship or clinical experience. We do also process agreements where WSU is accepting students/interns from another agency, though less frequently. Money is not often exchanged in these agreements.

- Need a completed and approved **Contract Review Sheet (CRS)**.
- Is money involved (to include honoraria)? Note: honoraria are prohibited from being paid via gift card. Be sure to mention if honoraria are contemplated to be paid on a PCard though, as each individual situation will need to be discussed with the Controller.
  - No: No supporting documentation required.
  - Yes: Determine the method of payment.
    - P.O.
      - Not an authorized method.
    - University Check
      - No supporting documentation required.
    - Purchase Card
      - Need approved **PCard Exception** (signed by PCard Program Manager).
FACILITY USE

Definition: Facility Use agreements are generally used for short-term rentals of buildings or meeting space. We do have "master agreements" in place, where our clients can use a facility ad hoc under the already agreed-upon terms, for a certain period of time (sometimes a few years). WSU can rent another party's space, or another party can rent WSU's space. These agreements can include catering and/or hotel rooms. See misc. notes below for further details on catering and lodging rules. Also see the real property section for an additional note.

- Need a completed and approved CRS.
- Is money involved (to include reservation fees/deposits, or having a card on file with other party)?
  - No: No supporting documentation required.
  - Yes: Determine the method of payment.
    - P.O.
      - Not an authorized method.
    - University Check
      - No supporting documentation required.
    - Purchase Card
      - Need approved PCard Exception (signed by PCard Program Manager).
- If we're renting someone else's facility, is it a public facility (federal, state, county, PUD, or city owned)?
  - Yes: No supporting documentation required.
  - No: Need a signed State Administrative and Accounting Manual (SAAM) Justification
    - Is lodging included in the agreement?
      - Yes: then SAAM is not required.
      - No: SAAM is still required.
INTERAGENCY / INTERLOCAL
Definition: These agreements cover a wide variety of performance and scopes of work, but are generally entered into between WSU and another public entity (federal, Washington or other state agency, county, city).

- Need a completed and approved CRS.
- Is money involved (to include reservation fees/deposits, revenue)?
  - No: No supporting documentation required.
  - Yes: Determine the method of payment.
    - P.O.
      - Not an authorized method.
    - University Check
      - No supporting documentation required.
    - Purchase Card
      - Need approved PCard Exception (signed by PCard Program Manager).
      - Note: this is a rare method of payment for this type of agreement.
LODGING
Definition: Lodging agreements are for the short-term use of a hotel, but can include catering. If the agreement entails meeting space or mentions ‘facility’ (even if fees are waived) then it becomes a Facility Use agreement. See the real property section for an additional note.

- Need a completed and approved CRS.
- Are University employees staying in the lodging?
  - No: No additional documentation required.
  - Yes: Are there less than five employees AND providing cost savings to the university?
    - No: Are they accompanying students?
      - No: Need a Direct Bill Exception from the Controller’s Office.
      - Yes: No supporting documentation required.
    - Yes: Are they accompanying students?
      - Yes: No supporting documentation required.
      - No: Need a Direct Bill Exception from the Controller’s Office.
- Is money involved (to include reservation fees/deposits, direct billing, or a credit card held on file with the other party)?
  - No: No supporting documentation required.
  - Yes: Determine the method of payment.
    - P.O.
      - Not an authorized method.
    - University Check
      - No supporting documentation required.
    - Purchase Card
      - Need approved PCard Exception (signed by PCard Program Manager).

Exhibit A – Required Supporting Documents Cont.
REAL PROPERTY
Definition: Real property (RP) is considered any agreement that entails the lease/purchase/sale of land, preferred rate lodging agreements generally in excess of one week’s duration, building leases of any length, or facility use agreements in excess of one week (this is not a hard and fast rule, just a general guideline), storage unit rentals, and demonstration gardens... if you’re unsure, run it through Real Estate (RE) first to determine whether it fits under their definition of RP.

- Note: All real property agreements must go through the Real Estate Office.
- Note: A CRS is not required for real property agreements. Instead, a Real Property Request Form (RPRF) is required.
**EXHIBIT A - REQUIRED SUPPORTING DOCUMENTS CONT.**

**REVENUE**
Definition: Revenue agreements are those agreements for which the University is performing a service, and being paid in return. This does not apply to cost recovery agreements (i.e. facility use agreements where we charge entrants/participants a registration/entry fee). These should generally be executed by a Service Center (i.e. SESRC, WADDL).

- Need a completed and approved CRS.

**SPEAKER / PERFORMER**
Definition: These agreements are generally put into place when WSU hires a speaker or performer (i.e. Mom/Dad’s Weekend entertainment, MLK Day keynote, etc.)... not when we allow a staff/faculty member to speak/perform at another agency. Note that speaker/performer agreements for a strictly faculty/staff audience should go through Purchasing (Personal Services). However, if it’s open to the public or students (Client Services), the Contracts Office will usually process it.

- Need a completed and approved CRS.
- Is money involved (to include honoraria, reservation fees, deposits, direct billing, or having a credit card on file with the other party)? Note: honoraria are prohibited from being paid via gift card. Be sure to mention if honoraria are contemplated to be paid on a PCard though, as each individual situation will need to be discussed with the Controller.
  - No: No supporting documentation required.
  - Yes: Determine the method of payment.
    - P.O.
      - Not an authorized method.
    - University Check
      - No supporting documentation required.
    - Purchase Card
      - Need approved PCard Exception (signed by PCard Program Manager).
MISCELLANEOUS NOTES

- Agreements for catering alone will usually be processed by the Purchasing Office, unless the catering is directly tied to a facility use or lodging agreement processed through the Contracts Office, or if the agreement mentions a facility (even if the fees are waived).
- Works for hire in excess of $10,000 will usually be processed by the Purchasing Office, as they require a competitive award procedure. Works for hire are loosely defined as personal or professional services.
- Any project or agreement which entails original research, federal appropriations, or federal grants, will usually be processed by ORSO.
- Any agreement implicating real property needs to go to the Real Estate office.
Processing Contract Invoices

- AP has specific requirements to meet rigorous compliance standards, prior to submitting payment:
  - Do we have a fully executed agreement?
    - Signed by counterparty and WSU delegated authority
  - Is the supplier information accurate?
    - i.e. Remit-to address
  - Do we have appropriate tax documentation?
    - i.e. W9, W8BEN, W8-BEN-E

- Contract invoices
  - Original expenditure authority signature is required
    - Signature indicates goods or services have been receive/rendered in accordance to the agreement
  - C# must be documented on invoice
  - Active budget/project must be documented on invoice
Business/Supplier name must be clearly indicated on invoice

Itemized list of goods and services

Invoice must bill: Washington State University
  - i.e. cannot bill Professor Smith, Pullman WA

AP cannot pay from the following documents:
  - Quotes, Pro Forma Invoices, Packing Slips, etc.
EVERY supplier that conducts business with WSU must provide tax documents
  - i.e. W9, W8, etc.
  - Does NOT include Revenue/Non-Financial Contracts

WSU ID#'s should be setup prior to entering an agreement
  - In Cobblestone, WSU ID# is required in the beginning stages

WSU verifies tax ID # with the IRS for legitimacy and tax reporting purposes

If SUPPLIER SETUP PROCESS is not adhered to, WSU can face significant penalties from the IRS
  - Fines are increasing YOY per offense

1099M Tax reporting varies based on business type
  - i.e. Corporations, LLC, Sole Prop, etc.

Services provided to WSU are generally considered 1099M income