**CAHNRS Business Center**

**Contract Assistance and Information:**

**Jennifer Stephenson, Contracts Specialist**

**Phone: 509-335-9857**

**Email:** [**contracts.bc@wsu.edu**](mailto:contracts.bc@wsu.edu)

**Supplemental Documents:**

**[State Administrative & Accounting Manual (SAAM)](C:\\Users\\jennifer.stephenson\\Documents\\Forms\\SAAM.pdf)**

[**Contract Review Sheet (CRS)**](file:///C:\Users\jennifer.stephenson\Documents\Contracts\Contracts%20Forms.Info\CRS.pdf)

After the **CAHNRS Business Center** **Contracts Specialist** reviews, obtains signatures and makes records of the documents they are submitted to **Central Contracts**

After Unit Contact gets signature from vendor they email to [contract.bc@wsu.edu](mailto:contract.bc@wsu.edu) for final submission to Central Contracts

Central Contracts emails the “Unit Contact” and CAHNRS BC Contract Specialist the fully executed copy for their records

“Unit Contact” tries to find another venue to hold the event

“Unit Contact” contacts venue and cancels location

Central Contracts emails the “Unit Contact” and the BC Contract Specialist that the contract is not approved

Central Contracts cannot negotiate the terms of the contract with vendor

**Contract NOT Approved**

The “Unit Contact” sends approved contract to venue for approval and signature

Central Contracts signs the contract and emails it to the “Unit Contact” and CAHNRS BC Contract Specialist

**Contract Approved**

**Central Contracts** reviews the contract packet