CAHNRS Business Center

**Contract Assistance and Information:**
Jennifer Stephenson, Contracts Specialist
Phone: 509-335-9857
Email: contracts.bc@wsu.edu

**Supplemental Documents:**
State Administrative & Accounting Manual (SAAM)
Contract Review Sheet (CRS)

WSU employee completes the Contract Review Sheet (CRS) and other required documents and sends them to the CAHNRS Business Center at contracts.bc@wsu.edu

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

Central Contracts reviews the contract packet

**Contract Approved**
- Central Contracts signs the contract and emails it to the “Unit Contact” and CAHNRS BC Contract Specialist
- The “Unit Contact” sends approved contract to venue for approval and signature
- After Unit Contact gets signature from vendor they email to 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

**Contract NOT Approved**
- Central Contracts cannot negotiate the terms of the contract with vendor
- Central Contracts emails the “Unit Contact” and the BC Contract Specialist that the contract is not approved
- “Unit Contact” contacts venue and cancels location
- “Unit Contact” tries to find another venue to hold the event