WSU employee completes the CREO Intake Sheet 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 CREO

CREO reviews the contract packet

**Contract Approved**
- CREO 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 CREO
- CREO emails the “Unit Contact” and CAHNRS BC Contract Specialist the fully executed copy for their records

**Contract NOT Approved**
- CREO cannot negotiate the terms of the contract with vendor
- CREO 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

For Assistance with Contracts

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