

CAHNRS CONTRACT CHECKLIST

| CAHNRS Employee | | | | CE |
|---|----|------|--------|---|
| CAHNRS Business Center Contracts Specialist | | | | CS |
| REBO | | | | REBO |
| Vendor | | | | VENDOR |
| CE | CS | REBO | VENDOR | Action Items |
| X | | | | Determine contract type (Faculty, Personal Service, Real Estate or Misc.) |
| X | | | | Complete all required documents (including vendor attachments) |
| X | | | | Email complete packet to contracts.bc@wsu.edu |
| | X | | | Log contract into Smartsheet© |
| | X | | | Review contract packet for completeness |
| | X | | | Set up weekly Smartsheet© email update to employee contact |
| | X | | | Review contract for risk, expense, balance in account and get signatures |
| | X | | | Update contract progress in Smartsheet© |
| | X | | | Update weekly Smartsheet© email with contract progress |
| | | X | | Review contract and make changes if necessary |
| | | X | | Email partially executed (PE) contract to employee contact and BC Contract Specialist |
| | X | | | Update contract progress in Smartsheet© |
| | X | | | Update weekly Smartsheet© email with contract progress |
| X | | | | Review PE contract |
| X | | | | Email or hand deliver PE contract to vendor |
| | | | X | Review contract and approves with signature |
| | | | X | Email signed fully executed (FE) contract to employee contact |
| X | | | | Email FE contract to REBO at rebo.intake@wsu.edu |
| | | X | | Email FE contract to employee contact & BC Contract Specialist |
| | X | | | Update as FE and complete in Smartsheet© |
| | X | | | Delete Smartsheet© update email because contract process is complete |
| X | | | | Upload Invoice and fully executed contract to CBS for payment |