

Contract Submission Information for Non-Personal Service Contracts

Please send all contracts and other required paperwork to the CAHNRS Business Center Contracts Specialist at contracts.bc@wsu.edu. If the following paperwork is not included, your contract will be delayed as the Contracts Specialist will not be able to process the contract. WSU Central Contracts will work with the person listed on the Contract Review Sheet if there are any issues or questions with the contract or agreement. **Please allow 60-days for contract processing.**

- **Additional rules, regulations, exhibits, addenda and attachments** (if applicable) - Any additional documentation referenced in the contract or applicable to the contract should be included when the contract is submitted for review
- **REBO Intake Sheet** – Required for all contracts submitted to the CAHNRS Business Center for review (BPPM 10.11). Complete the form completely. Signature(s) will be obtained at the CAHNRS Business Center by the Contracts Specialist and the CAHNRS Business Center Manager.
- **SAAM Form** (if applicable) (Justification for Use of a Non-State Facility 10.10.55)– Required when a contract is for use of a non-state or non-publicly owned facility (if overnight lodging is included in the contract; this form is not required). Complete the form completely. Signature(s) will be obtained at the CAHNRS Business Center by the Contracts Specialist and the CAHNRS Business Center Manager.
- **P-Card Exception Request** (if applicable) – If a p-card will be used to make any payment, or provided to hold any space, an exception must be requested from Purchasing Services and the signed (P-card approving Official), approved exception should be included when the contract is submitted.
- **Direct Bill Exception** (if applicable) – Required if lodging is for non-WSU employees or students, WSU employees accompanying non-employees or students, or five or more employees booking a block of rooms. This exception is provided in the form of an approval email from the Controller’s Office, there is not physical form available for this exception (See BPPM 95.06 for more information)