

Personal/Purchased Service Contracts

1. contracts.bc@wsu.edu receives personal/purchased service contract requests.
2. CAHNRS Contracts Specialist reviews submission and communicates with requestor regarding missing or incorrect documents.
3. Once all appropriate documents are present. The CAHNRS Contracts Specialist uses the completed contract review sheet to upload the contract information into CBS to create a Departmental Requisition.
4. CAHNRS Contracts Specialist obtains the approval signature on the Departmental Requisition from CAHNRS Business Center Purchasing Supervisor.
5. Once the Departmental Requisition is approved and signed the CAHNRS Contracts Specialist submits the form along with the PSC packet to purchasing@wsu.edu .
6. The contract is approved by either the Associate Director, Buyer Supervisor, Procurement and Supply Specialists 3 and 4.

PSC Packet

- Departmental Requisition
- Contract
- REBO Intake Sheet (not submitted to Central Purchasing)
- P-card Exception Request (optional)
- W-9 / W-8BEN (optional)
- Purchased/Personal Service Contract Template