For Assistance with Contracts

Jennifer Stephenson
Contracts Specialist
CAHNRS Business Center Rm. 203
Phone: 509-335-9857
Email: contracts.bc@wsu.edu

WSU employee completes the Contract Request Form 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 REBO or Central Purchasing

REBO or Central Purchasing reviews the contract packet

Contract Approved

REBO or Central Purchasing signs the contract and emails it to the “Technical and/or Point of Contact” and CAHNRS BC Contract Specialist

The “Technical and/or Point of Contact” sends approved contract to venue for approval and signature.

After “Technical and/or Point of Contact” gets signature from vendor, they email to contract.bc@wsu.edu for final submission to REBO or Central Purchasing

REBO or Central Purchasing sends the “Technical and/or Point of Contact” and CAHNRS BC Contract Specialist the fully executed copy for their records.

Contract NOT Approved

REBO or Central Purchasing cannot negotiate the terms of the contract with vendor.

REBO or Central Purchasing emails the “Technical and/or Point of Contact” and the BC Contract Specialist that the contract is not approved.

“Technical and/or Point of Contact” contacts venue and cancels location.

“Technical and/or Point of Contact” tries to find another vendor to provide services.