

CAHNRS Contracts' Responsibility Checklist

CAHNRS Employee				CE
CAHNRS Business Center Contracts Specialist				CS
REBO/Central Purchasing				REBO/CP
Customer/Supplier				C/S
CE	CS	REBO/CP	C/S	Action Items
X				Fill out the contract request form and leave it unsigned
X				Provide all required documents (including customer/supplier attachments) associated with the contract and fill out any missing information in the contract
X				Email complete contract packet (contract request form, contract, required and associated documents) to contracts.bc@wsu.edu
	X			Review contract packet for completeness, risk, expense, Worktag account balance and obtain the signature on the contract request form.
	X			Submit the contract request packet to REBO or Central Purchasing via Workday™
		X		Review contract, make changes if necessary, intial and sign the contract
		X		Email partially executed (PE) contract the CAHNRS employee contact and BC Contracts Specialist
X				Review PE contract if acceptable complete next step, if it is not acceptable (errors found) send back to REBO or Central Purchasing and ask for edits
X				Email or hand deliver PE contract to customer/supplier
			X	Review contract, approve with signature and initial, or makes changes and return to REBO or Central Purchasing for review/negotiations/edits (redline)
			X	Email the signed [fully executed (FE)] or redlined contract to the CAHNRS employee
X				Email FE or redline contract to REBO or Cental Purchasing and the BC Contracts Specialist
		X		If redlined, email FE contract to CANHRS employee & BC Contract Specialist