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 via Workday™

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 emails 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.