

# HOW TO GET A CONTRACT APPROVED

## Contract Approval

Contracts related to the lease or purchase of goods, services, or software may not be signed or entered into without the prior approval of the requesting department's supervising Vice President or other cabinet level officer, the Procurement Department, the Office of Legal Affairs, and, depending on the item being purchased, Information Technology and/or OSPRA. Also, only those positions identified in VSU's **Delegation of Contract Signing Authority** policy, have the authority to sign a contract on VSU's behalf. For this reason, all contracts related to the lease or purchase of goods, services, or software must undergo the Contract Approval Process before being signed by the proper signatory. Contracts must be fully executed BEFORE:

- (1) a requisition for the item under contract is entered into eProcurement;
- (2) a Purchase Order for the item under contract can be generated; or
- (3) a Purchasing Card (PCard) transaction for the item under contract can be authorized or processed.

## How to Start the Contract Approval Process:

In order to start the Contract Approval Process, the department requesting approval must follow these steps:

- STEP 1:** Establish that you have a need for an item that cannot be gotten from an existing Statewide Contract, an existing BOR or VSU contract, or from a Supplier who will allow VSU's Standard Purchase Order Terms and Conditions to govern the purchase instead of its own terms and conditions.
- STEP 2:** Confirm that the total cost of the contract is not \$25,000.00 or more. If it is, then the purchase may be required to go through a Solicitation Process before a contract can be awarded or signed. You need to contact Procurement to determine what bidding/posting requirements, if any, you will need to comply with before starting the Contract Approval Process.
- STEP 3:** Verify that you have enough funding to cover the entire cost of the contract for the whole contract term.
- STEP 4:** Read the contract documents from the Supplier and verify that you are ready, willing, and able to fulfill all of the obligations under the contract that VSU would be agreeing to if it signed the contract.
- STEP 5:** Fill out and sign a **Contract Routing Form** and a **Contract Approval Information Sheet** for the contract, both of which can be accessed through the [VSU Procurement](#) webpage.
- STEP 6:** Send an email to [procurement@valdosta.edu](mailto:procurement@valdosta.edu) with the subject "Contract Approval Request: [Name of the Contract]" and add as attachments the Contract Routing Form (signed by Department Head/Director/ Dean and Vice President), the Contract Approval Information Sheet, and all contract documents from the Supplier (including any quotes or other attachments).

This will start the Contract Approval Process. You may be contacted by the Procurement Department, Legal Affairs, or Information Technology if more information is required to complete the approval or to give you status updates on review/ approval process. Once the contract has been fully executed by all parties, the department will need to either enter a requisition into eProcurement with the signed contract attached so that a Purchase Order can be generated, or can make payment via PCard, if purchase by PCard is allowed.

**NOTE:** *Please allow a minimum of 20 calendar days for review by the Office of Legal Affairs. More time may be necessary if negotiations occur. Departments are encouraged to get Contract Approval requests in as early as possible to avoid delays in service. If you have any questions, please contact the Procurement Department at (229) 333-5708.*

## **Policies & Procedures:**

[State Purchasing Act \(O.C.G.A. 50-5-50 et seq.\)](#)

[Georgia Procurement Manual](#)

[BOR Business Procedures Manual, Section 3: Purchasing and Contracts](#)

[VSU Delegation of Contract Signing Authority](#)

[VSU Guide to Contracts](#)