

Processing Contracts at ETSU

Use the ETSU preapproved templates whenever possible. <http://www.etsu.edu/bf/forms.php>

ETSU Preapproved Contract Template:

- Department has Contractor sign one copy of the ETSU preapproved contract.
- Department completes and Agreement Routing form, attaches it to contract and sends it to Procurement and Contract Services.
- Procurement and Contract Services assigns a number.
- Procurement and Contract Services forwards the contract to the President or Vice President for signature.
- Procurement and Contract Services provides a pdf version of the contract to the Department via email.
- Department forwards executed contract (pdf) to Contractor via email.

Contractor Supplied Contract:

- Department completes and Agreement Routing form, attaches it to contract and sends it to Procurement and Contract Services.
- Procurement and Contract Services assigns a number.
- Procurement and Contract Services obtains review of contract language from University Counsel.
- If language needs further review and agreement by the Contractor, Procurement and Contract Services forwards the “marked up” or “redlined” document to the involved ETSU Department so it can be sent to the Contractor for their review and approval.
- Contractor signs the contract and returns the electronic copy to Becky Birdwell in Procurement and Contract Services, birdwellr@etsu.edu.
- Once the contract is final Procurement and Contract Services forwards the contract to the President or Vice President for signature
- Procurement and Contract Services provides a pdf version of the contract to the Department via email.
- Department forwards executed contract (pdf) to Contractor via email.

If the Contractor is not a Vendor/Supplier/Contractor in Banner and eBucs the Department will need to obtain a W-9 or vendor application from the Contractor. Even if there is no payment involved this information is necessary for creating the vendor record in Banner and eBucs.