Contract Initiation Form Directions

Most contracts are for goods and service and initiate in Strategic Sourcing.

Contract owners must utilize the EasyVista electronic submission form located on the Strategic Sourcing website at <http://www.creighton.edu/finance/strategicsourcing/>

Click on the "Enter a Ticket" to log in and complete the process. Directions may be found at [EasyVista Instructions](https://www.creighton.edu/fileadmin/user/AdminFinance/docs/EasyVista_Instructions.pdf).

The Contract Initiation Form, the contract document and any supporting documentation must be uploaded when submitting the ticket.

Contracts need to be submitted in a timely manner. Please note that the contract module cannot accommodate RUSH requests.

Additional Information:

* Affiliation/articulation agreements initiate in the office of the General Counsel. Fill in the following leadsheet information on the Contract Initiation Form and submit via email to Darlene Golden at dgolden@creighton.edu. Attach the contract and any required documents.
* Contracts of a confidential nature initiate in the office of the General Counsel. Fill in the following leadsheet information on the Contract Initiation Form and submit via email to Lannette Chavez at LannetteChavez@creighton.edu. Attach the contract and any required documents.

Contract Initiation Form

1. Contact information for counterpart (supplier, individual, vendor, company, etc.). The following information must be provided:

Contact name:

Counterpart name:

Email address:

Street address:

Phone number:

Any counterpart not registered in CUBuyplus will need to register before receiving payment. If an individual, a W-9 is needed.

1. Contract owner name and contact information (note whether contract owner has CUBuyplus access). The following information must be provided:

Contract owner name:

School/college/department/division name:

Email address:

Phone number:

BSC Specialist:

Financial Liaison (budget):

1. List names of **ALL** approvers for this contract and note whether approvers have CUBuyplus access.
2. Contract Viewing Privileges ***(optional)****.*If desired, you may provide the name or names of individuals you want to have contract viewing rights for this agreement.  Those named will be assigned view-only access to this contract in the module.  In the future, if necessary, you can contact Laura Mann or Strategic Sourcing to grant or remove viewing rights.
3. Total dollar value of the contract:
4. Budget Fund and Org number:
5. Copy of the contract and any required documentation—see #8.
6. If the contract requires any of the following information, written documentation must be submitted with the Contract Initiation Form.
	1. Certification of criminal background checks
	2. Certification of children and vulnerable adult training
	3. Improper conduct with minors/molestation insurance
	4. Certificate of liability insurance
	5. License requirements