**INSTRUCTIONS**

**for Agreements (“Contracts”) with a**

**Service Provider, Party, Vendor, Company (“Independent Contractor”)**

1. a. If the independent contractor has not provided its own contract for approval, contact the **Purchasing Department** at **402-280-2712** to obtain a contract suitable for your needs.
2. If the independent contractor **has** provided a contract, **proceed to No. 3** below.
3. After Purchasing Department provides a contract, send it to the independent contractor for their signature and return. Note: should independent contractor request changes, contact Purchasing Department.
4. Once signed by the independent contractor, the contract must be routed for approval by completing the following steps:
	1. Complete the Contract Control Sheet (“CCS”) form located at[**https://www.creighton.edu/finance/**](https://www.creighton.edu/finance/) Note: All blanks on the top half of form must be filled in.
	2. Obtain signature from Dept. Chair/Program Director AND Dean/Vice Provost/Vice President.
	3. Attach the CCS to the front of the contract and route it via email (preferable) to the **Purchasing Department.**  The contract follows the following approval order:

|  |  |
| --- | --- |
|  | Signature/Approval Routing Order |
| 1. | Dept. Chair or Program Director (if not already obtained)  |
| 2. | Dean/Vice Provost/Vice President (if not already obtained) |
| 3. | Purchasing (goods/services/technology contracts) |
| 4. | Facilities (property leases) |
| 5. | Vice President of IT (ALL technology contracts) |
| 6. | Legal Counsel |
| 7. | Sr. V.P. Operations/Provost |
| 8. | Vice President for Finance |

* 1. Upon final approval, the CCS and contract will be returned to the individual listed under “Return Contract To” on the CCS.
1. The “Return Contract To” individual **MUST** send a copy of the fully executed CCS and contract to Laura Mann in Finance for our Contract Database.

**NOTE THE FOLLOWING EXCEPTIONS TO THE ABOVE REFERENCED INSTRUCTIONS:**

* **Grants or Research Related Contracts/Agreements:** Contact Grant Administration Office @ 2064
* **Faculty Appointments-New:** Contact Provost (upon presentation by Dean’s Office)
* **Student Clinical/Experiential Affiliation Agreement with NO financial consideration:** Contact Dean’s Office (needs legal approval)
* **Athletics Game Guarantee Contracts:** Contact Athletic Director
* **Athletics Marketing Sponsorship Contracts:** Contact Athletic Marketing @ 3498
* **Existing Service Agreements under $25,000:** Contact Purchasing @2100