Instructions for initiating contract approvals

* **Goods/Services & Technology** contracts initiate in Strategic Sourcing

<https://www.creighton.edu/finance/purchasing/>

CLICK “Enter a Ticket” button

* **Affiliation/Articulation** (including consortium, partnerships) agreements initiate in Office of General Counsel (OGC)

EMAIL Darlene Golden for instructions – [dgolden@creighton.edu](mailto:dgolden@creighton.edu)

* **Revenue** contracts (rentals of CU space, income generating agreements, etc.) initiate in OGC

EMAIL Patty Spawn – [pattyspawn@creighton.edu](mailto:pattyspawn@creighton.edu)

* **Confidential** agreements or non-sourcing agreements

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