

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.
 - b. If the independent contractor **has** provided a contract, **proceed to No. 3** below.
2. 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.
3. Once signed by the independent contractor, the contract must be routed for approval by completing the following steps:
 - a. Complete the Contract Control Sheet (“CCS”) form located at <https://www.creighton.edu/finance/> Note: All blanks on the top half of form must be filled in.
 - b. Obtain signature from Dept. Chair/Program Director AND Dean/Vice Provost/Vice President.
 - c. 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
 - d. Upon final approval, the CCS and contract will be returned to the individual listed under “Return Contract To” on the CCS.
4. 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