WHAT SHOULD I DO WITH A CONTRACT?

**Is Contract > $50K?**
- Yes: Send to Purchasing Services
  - If purchase is for Software, supplier’s form contract is acceptable. Obtain Word version and send to OGC for review.
  - If architect, engineer, or design services contact Capital Planning and Project Management (CPPM) in U Services.
- No: Insist Supplier Use Our Standard P.O. with no edits

**Is Contract Greater than $10K?**
- Yes: SUPPLIER AGREES
  - Have Supplier “red-line” University Terms & Conditions (1st choice) OR Get Supplier’s Form in Word and follow the Contract Request Form and Policy on Entering into Contracts.
  - Review Contractor’s agreement to ensure all business terms are correct. Then, communicate to Contractor that University will agree to sign its agreement, but Contractor must also sign the University’s Addendum to Supplier Form and Terms.
- No: SUPPLIER REFUSES
  - SUPPLIER AGREES
    - Have Supplier “red-line” our Terms & Conditions (1st choice) OR Get Supplier’s Form in Word and follow the Contract Request Form and Policy on Entering into Contracts.
  - SUPPLIER REFUSES

**Does Contract Involve:**
- Software
- Protected Health Information (PHI)
- Student or Employee Data
- Credit Card Data
- Collaborations, or Revenue Share arrangements
- Sponsored Research
- Human or Animal Research
- Human tissue and specimen usage
- International goods or services
- Construction Services
- Working with or around children
- Other high risk or sensitive subject matter

**Done**