



MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

Contracts Process Cheat Sheet

Contract requestor Steps (person requesting services/item):

- 1) Select product and vendor for item; or select vendor for service.
- 2) Request a quote, estimate, or a proposal.
- 3) Enter an "A" purchase requisition (PR) into Galaxy for the full amount of the item/service.
- 4) Enter the following into the Modify Purchase Requisition screen under the internal notes tab:
 - Contract start/end dates (if one day only, the start and end dates are the same).
 - Detailed description of work to be performed or item being purchased.
 - Full vendor contract information if the vendor is not already in Galaxy.
 - If the vendor is in Galaxy, be sure to include the contact e-mail address as this can change from contract to contract (**critical for communication with the vendor**).
- 5) Send the PDF of your PR and all backup documentation to your Dean and VP for approval (do not send or copy to Business Services until approvals received).
- 6) Once approval has been received, send the following to BusinessServices@MSJC.edu:
 - PDF or forwarded e-mail approval of Dean/VP
 - Backup documentation (quote, proposal, estimate, vendor contract, invoice)
 - PDF of the "A" PR from Galaxy

Contract Coordinator Steps:

1. Reviews request for the following:
 - Assure complete information has been received: Start/end dates; terms; liability; match PR to invoice/backup documents; contact information; approvals.
 - Determine whether approval from Payroll, IT, Risk Management, or Categoricals is needed prior to submitting for signature. If so, send for approval before the contract is prepared and sent to VP.
2. Prepare/create a contract for signature of VP of Business Services.
3. Enter contract into tracking spreadsheet and send to VP's office for signature.
4. Once contract returned from VP, e-mail to vendor for counter signature. Copy the contract requestor, Purchasing, and Accounts Payable when sent to vendor.
5. If no vendor signature is needed, send approval to Purchasing for processing and to Accounts Payable if an invoice is received; copy requestor.
6. Vendor returns signed copy via e-mail or fax.
7. Contract updated on tracking document as fully executed agreement (EA = Executed Agreement).
8. Contract filed electronically on Network drive.
9. Vendor sends invoice for payment AFTER services are rendered (per contract terms).