

INSTRUCTIONS

1. General Counsel must review ALL contracts.
2. All sections of the form must be completed. Any incomplete sections may cause the cover sheet to be returned to you causing a delay in your contract request.
3. Request for new cloud suppliers/products/tools to be submitted through the Software Request / Help / What's Happening (lynn.edu) process. Once the IT Software Request https://my.lynn.edu/ICS/Help/Software_Request.jnz is submitted the IT Team will review and follow up with the requestor/supplier, if necessary. The IT Team will finally forward the signed cover sheet to Kristell Roulle, VP for Campus Operations, to sign.
4. Workday Processing. Effective July 1, 2020, all Suppliers or non-Employee individuals must be submitted, approved, and processed in Workday.

There are only two (2) options for processing invoices.

- a. End-user enters a requisition (REQ) in Workday (WD), which goes through WD budget check, approval process, and then comes in to be processed into a Purchase Order (PO). After goods or services are received the invoice, is then submitted to apinvoices@lynn.edu to be paid; OR,
- b. End-user enters *Create Supplier Invoice Request* in Workday, which goes through the approval process and once approved comes in for Supplier Invoice process and is paid.

Conditions:

- Everything happens before the fact. All approvals are before goods or services are received. Managed spend - optimal.
 - Happens after the fact. We are paying for goods and or services that have already been received (unless pre-payment is required). Unmanaged spend - not optimal.
- c. The End-user must **attach the General Counsel's approved contract to a requisition (REQ) in Workday**. Procurement will issue the PO and send the Supplier and the requesting department a copy of the PO.

This helps with the following:

- Expenditure is approved and the Supplier and W-9 are in the system prior to services or goods receipt.
- Spend is encumbered in the GL, and spend is managed. Upon payment, the encumbrance is relieved and becomes an actual.
- Records and attachments are available in Workday for audit and future reference as required.
- Any additional discounts, special pricing, or other possible T&C advantages like payment by VISA or net terms can be investigated and implemented prior to PO issuance.

Office of General Counsel

Contract Approval Cover Sheet

*Remit Contract Approval Cover Sheet along with original contract, work-copy, exhibits, riders, invoice, certificate of insurance, license/permit, and Form W-9 (if applicable) promptly to allow General Counsel a **10-day** review/approval process. If it is determined that bidding is necessary during the contract review process, an additional 21-30 days may be required to complete the bidding process.*

E-mail to: Office of General Counsel (legal@lynn.edu)

Submitted by:

Date Submitted:

Department:

Phone number

E-mail address

The fields below require completion, as appropriate. An incomplete area (s) will cause the form to be returned to the submitter, causing a delay.

Vendor / Service Provider / Other Party Information:

Full, legal name:

Address:

City:

State:

Zip Code:

Contact:

Phone #:

E-mail:

Contract Dates:

Start:

End:

Contract Type:

Does the contract require University to provide a Certificate of Insurance to the contractor/vendor?

Yes

No

(If Yes, please attach contractor/vendor's insurance limit requirements.)

Briefly explain the purpose of the contract and/or services being provided:

Has University contracted with this vendor in the past?

Yes

No

Contracted Amount:

Budgeted:

Yes

No

Budget Information: If funds are not encumbered in the stated account or the account does not have sufficient available funds (Procurement card purchases), the contract will be returned to the originator. You **MUST** attach the approved contract to the Requisition (REQ) in Workday (Instructions attached).

DEAN OR DEPARTMENT CHAIR AND VP APPROVAL:

I certify that I have read and understand the terms of this draft agreement and have the appropriate authority to submit this draft agreement on behalf of my department. I further certify that the draft agreement is complete and includes all attachments and pages.

Dean or Department Chair

Signature:

Date:

Name:

Title:

Procurement

Signature:

Date:

Name:

Title:

VP

Signed:

Date:

Name:

Title:

OGC use only:

Form W-9

GL

Auto

Worker's Comp

License and/or Permit

Invoice

Comments:

Date: