LSU | Procurement

PSC Contract Processing Flow Chart

Contract amounts of $5,000 and less

Department should negotiate contract terms (payment terms, scope, etc.) with proposed contractor prior to submitting a request. *Note: Before department can complete the requisition, refer to the PSC Process Checklist for important actions needed to contract independent contractors.*

Department submits a Workday requisition to Procurement with all the required forms attached. These forms consist of:

- A Contractor Information form (PUR-CR)
- If travel is required:
  - Create ECM
  - Spend Authorization

Procurement reviews information submitted by Department.

If additional information is required, Procurement will contact the Department.

Procurement reviews for possible employee/employer relationship conflicts.

If employee/employer relationship exists, Procurement notifies Department and returns documents to process through HRM/Payroll (whichever is applicable).

Procurement issues purchase order and notifies department and supplier via email when purchase order is complete.

A contract is not required for services in the amount of $5,000 or less. Procurement will not issue a contract unless under the following conditions:

- There is a need to agree to ownership of deliverables
- Evidence of insurance is required
- The contractor requires signature on an agreement, contract, or any other form

It is the Department's responsibility to monitor the contract performance, enter receipts, and forward approved invoices to Accounts Payable for payment. Department is responsible for notifying Procurement if a purchase order change order is necessary, or if any problems occur.