LSU | Procurement

PSC Contract Processing Flow Chart

Contract amounts of $5,001 - $149,999

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 creates a purchase order, prepares a contract, and submits to contractor for signature. At this time, Procurement could also request additional information from contractor.

→ Department will follow-up on outstanding contracts on a weekly basis and contact Procurement if any problems arise.

Contractor signs and returns contract to Procurement. Procurement routes contract to appropriate person for signature.

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

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 (prior to the contract end date) if a contract amendment will be required, or if any problems occur during the contract period.