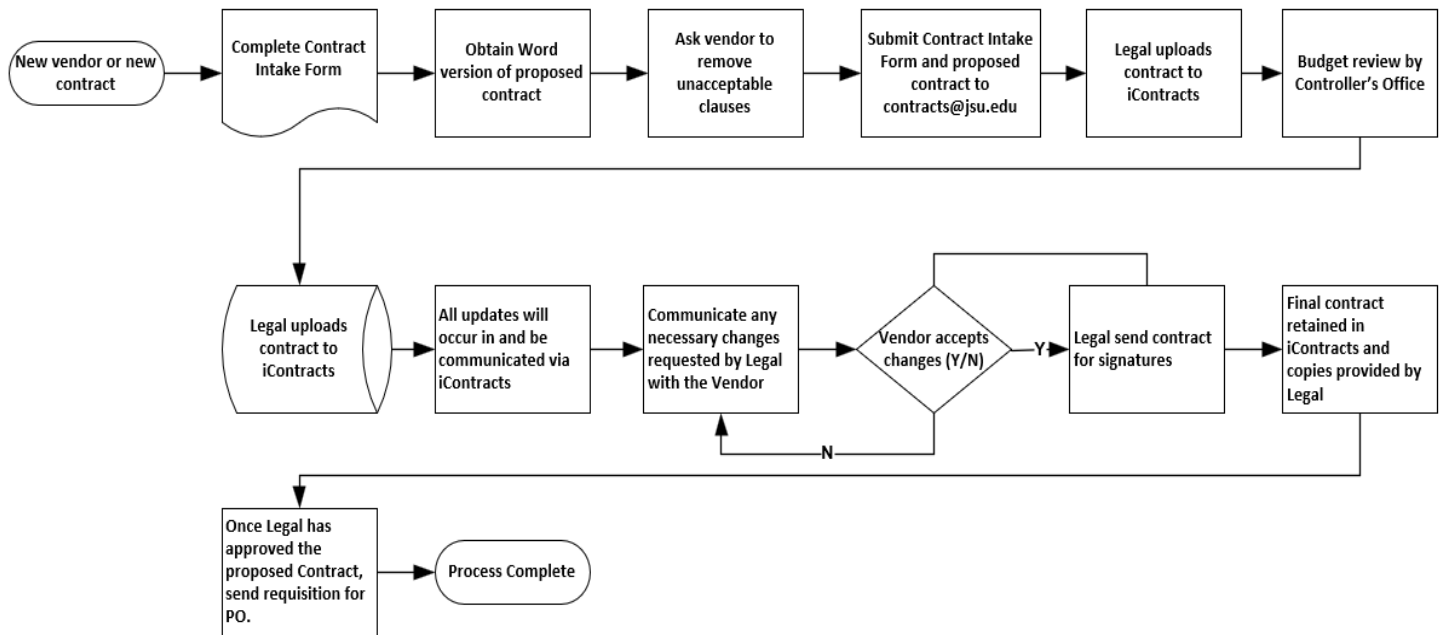


Process Documentation Contract Process

Flowchart:



Acronyms:

JSU- Jacksonville State University

Procedure:

1. Complete the Contract Intake Form found here: [Contract Intake Form](#). This completed form must be provided to Legal any time a contract needs legal review. This form does not need to be completed for the following types of contracts:
 - a. contracts with other governmental entities;
 - b. internship or clinical site agreements;
 - c. gift agreements.
2. It is critical that you inform the other party that all contracts are subject to Legal and Finance & Administration approval and that you do not have the authority to sign contracts on behalf of JSU. Do not sign any contract on behalf of JSU (see policies [I.05.03](#) and [I.05.03.01](#)). **Also, you cannot complete a requisition to procure goods, services, or maintenance until this entire process is complete.**
3. Obtain a word version of the contract from the vendor.

**Process Documentation
Contract Process**

4. While every contract is reviewed individually, there are certain principles that are applied to almost all of our contracts. Specifically, JSU will request the removal of any language pertaining to the following:
 - a. Any law applying other than the laws of Alabama;
 - b. Venue in any county other than Calhoun County, Alabama;
 - c. Arbitration provisions;
 - d. Indemnification provisions;
 - e. Terms and conditions that are web linked instead of attached;
 - f. Auto-renewal provisions, automatic price increases, or terms extending beyond three (3) years.Request that the vendor remove any such provision to the contract prior to legal review. If the vendor does not remove, ensure you communicate this to Legal.
5. Submit the completed Contract Intake Form and Word version of the contract to contracts@jsu.edu.
6. Legal will upload the contract into iContracts. Legal will communicate with you about the contract via Collaboration in iContracts. Legal may request necessary changes to the Contract and/or additional terms or required certifications.
7. The Office of the Controller will conduct a budget review.
8. As necessary, communicate any necessary and requested changes to the contract to the vendor and seek approval from the vendor.
9. If the vendor does not accept the changes, communicate with Legal via Collaboration in iContracts.
10. If the vendor accepts the changes, Legal will send the contract for signatures via Docusign. JSU will sign first, then the vendor.
11. Once all signatures are captured, iContracts will be the contract repository and a copy of the contract will be provided through iContracts by Legal.
12. A requisition can now be completed in Banner to initiate the procurement process (e.g., a Purchase Order will be issued).