How Do I Submit A Contract?*

What kind of contract do I have?

Procurement

- Purchase agreement more than $2,500
- Payment method = Purchase Order
- Leased equipment
- Quotes, proposals, and statement or scopes of work based on existing university, interagency or statewide contracts

Attach the unsigned contract, along with all supporting documentation, to your e-Pro requisition. Your Buyer Partner will submit the contract through the Contract Management System.

Non-Procurement

- Purchase agreement less than $2,500
- Payment method = OwlPay or P-Card
- Pre-Approved University Templates
- Agreement where money is coming in to KSU
- Memorandum of Understanding
- Affiliation Agreement
- Game day contracts
- Zero dollar contracts

Requester/User will submit the contract directly into the Contract Management System.

*A contract is any legally enforceable agreement whether or not it is titled “contract.” Contracts include, but are not limited to:

- letters of agreement
- lecture or performance agreements
- licenses
- memoranda of understanding
- terms and conditions related to all types of transactions.

Follow these links for additional information:

Contracts Home Page
Exemptions
Signature Authority Policy
Guide on Creating a Contract Request
Guide on Creating a Contract Request Using a Pre-Approved Template

Current as of 9/23/20