# PROCUREMENT CONTRACT TIPs

## WHAT is a Contract

* A contract is an **agreement with specific terms** between two or more persons or entities in which there is a promise to do something in return for a valuable benefit, known as consideration, and must include specific elements to detail the transaction.
* A contract may be in the form of an agreement, proposal, statement, notice, resolution, letter, memorandum of understanding (MOU), memorandum of agreement (MOA), purchase order, license, indenture, grant, cooperative agreement, etc.
* **Supplier** (used synonymously with “vendor”) in this context is a non-UW individual, organization, or business from which goods or services are procured.

## SIGNING Contracts – NOT ALLOWED

* **UW Employees are not authorized to sign any contracts,** regardless of the dollar amount. Only select UW Seattle Procurement Services personnel are authorized to sign contracts.
* If a supplier presents a contract and requests signatures from all parties, **only UW Seattle Procurement Services is authorized to sign contracts.** If an employee outside of UW Seattle Procurement Services signs a contract, **the employee may be personally liable for the contract**.

## HANDLING Contracts

* **Read and review the contract thoroughly** to ensure the contract provides the specific good or service desired and clearly outlines the costs.
* **Pre-payments are generally not allowable**. Washington State law allows for payment only after the item or service is received. Contact Jim Pilon at 425-352-5260 or uwbpurch@uw.edu with questions.

## PURCHASING Through the Ariba System

* **Contract Review Form**: Generally for contracts paid with a **ProCard**. If the purchase is over the ProCard transaction limit ($3,500 including taxes and tips), a card limit increase will need to be submitted after the contract is signed by UW Procurement Services, referencing the Card Review number.
* **Non-Catalog Order System**: Purchases that are not available through the UW catalog system. These are generally for a single purchase or the order involves fixed quantities and/or dollar amounts.
* **Blanket Purchase Order (BPO) System**: Blanket or standing orders of goods/services over a period of time, involving multiple invoices.

## RESOURCES

* UW Bothell complies with [UW Seattle Procurement Policies](http://finance.uw.edu/ps/how-to-buy/buying-from-uw-contracts).
* **Fiscal and Audit Services (FAS)**: Contact Jim Pilon at 425-352-5260 or uwbpurch@uw.edu for general procurement inquires and to confirm the best method for presenting your contract to UW Seattle Procurement Services. A quick call or email can save time.