

**CONTRACT/AGREEMENT WORKFLOW  
(Not ISA or Grant)**

<b>VENDOR OR PARTY</b>			
1. Contract Manager			
2. Department			
3. Org. No.			
4. Term		Start:	End:
5. Contract Type		<input type="checkbox"/> New	<input type="checkbox"/> Renewal <input type="checkbox"/> Amendment
6. Procurement Method		<input type="checkbox"/> State/Consortium please list contract name and # _____ <input type="checkbox"/> N/A <input type="checkbox"/> RFP	
<b>EXPENSE</b>		<b>REVENUE</b>	
7. Fiscal Year	Cost	Fiscal Year	Revenue
8. Total		Total	
<b>9. INVOICING TERMS</b>		<b>10. ACCOUNTS RECEIVABLE PROCESS</b>	

<b>11. BRIEF DESCRIPTION</b>

<b>12. ADDITIONAL DOCUMENTS</b>			
Certificate of Insurance	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
Mass State Contract	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
Payment Bond	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
Performance Bond	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
References	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
Terms & Conditions	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
VPAT Received	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
W9	<input type="checkbox"/> Attached	<input type="checkbox"/> On File	<input type="checkbox"/> N/A
<b>13. ROUTING – A&amp;F Use Only</b>			
<input type="checkbox"/> Procurement Initial _____ Date _____	<input type="checkbox"/> A&F	Initial _____	Date _____
<b>14. AUTHORIZED SIGNATURE</b>			
<input type="checkbox"/>			
<b>15. DISTRIBUTION AFTER SIGNATURE(S)</b>			
<input type="checkbox"/> Vendor/Party		<input type="checkbox"/> Manager	
<input type="checkbox"/> Procurement		<input type="checkbox"/> Controller (Routing Form)	
<input type="checkbox"/> Other			
<b>16. RETENTION</b>			
<input type="checkbox"/> Electronic –Shared File			
<input type="checkbox"/> Original–Procurement Dept.			