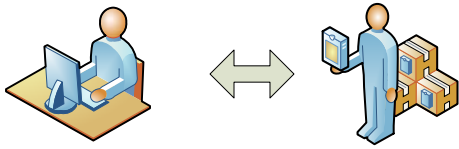


1.



Buyer receives contract from supplier that needs signature.

Sends to BF-Pur-Agreements

2.



T&C review by bf-pur-agreements
~ 5 - 7 business days,
2 - 3 if urgent/rush

3.



Legal reviews & modifies contract.
Sends modified, Signed contract,
Back to Buyer



Pur agreements
Will keep electronic copy
Of OSU signed contract

4.



Buyer emails contract
To vendor



5.



**CONTRACTS LT \$250k,
<\$5,000 Processed by
Service Center/Delegated Buyer**

1 Requestor/Buyer is sent contract from supplier that requires signature

2 Service Center/Buyer sends contract to BF-pur-agreements@osu.edu

3 Purchasing Contract Support BF-pur-agreements@osu.edu modifies contract and sends OSU signed contract back to buyer

4 Buyer sends signed contract back to supplier

5 If supplier has issues with contract BF-pur-agreements@osu.edu will work directly with supplier & buyer

If a Purchase Order is issued it is not required to have a contract if the details of the Service or Product are defined on/in the body of the PO In most cases, our Terms and Conditions on the PO are adequate. If an State Term Contract is used, reference the STS# on the PO

Contracts are required for data security when, but not limited to, student data (FERPA), payment card information (PCI) or protected health information (PHI) is accessed or stored either electronically or physically (on-site contractor) by a service or product

Please refer to OCIO's Institutional Data Policy for requirements

<https://ocio.osu.edu/policy/policies/idp>