Washington University in St.Louis
SCHOOL OF MEDICINE

POLICY:

Issued: December 2019 Rev May 4, 2022

PURPOSE:

To prepare a Binding Agreement for the supply of goods or services at an accepted, agreed, or fixed price by the University and the Vendor.

Types of contracts and usage are chosen by PM see definitions in Project Delivery Manual

DEFINITIONS:

Capital Projects Accountant (CPA)
Project Manager (PM)
Project Coordinator (PC)
Construction Management System (PMWEB)

POLICY GUIDELINES:

1. After review of the proposal, the PM submits a Contracts Checklist proposal, and supporting documentation to the assigned PC for processing.

2. PC reviews the contract checklist and the proposal and enters information into PMWEB. The PC will submit the contract into the PMWEB workflow.

3. CPA will generate a contract from PMWEB, save a draft copy to the project folder in the G drive, and submit to PM for review in PMWEB.

4. The PM approves the contract, or returns to the CPA for corrections.

5. The CPA attaches any supporting documentation to the final contract and emails the contract via Docusign to the vendor(s) for approval and signatures.

6. Vendor has 7 days to sign and return contract. After 7 days the CPA will call or email vendor on status of signature approval.

7. Once the signed contract is received from the vendor, the CPA will enter the PO into the Marketplace system if necessary and route the contract in PMWEB for the appropriate approvals and signatures.

8. When Contract Documents are fully executed;
    a. CA will send a fully executed copy to the vendor.
    b. The fully executed contract will be saved in the projects folder in the G drive and attached to the record in PMWEB.