UNC GENERAL ADMINISTRATION CONTRACT ROUTING SLIP

PLEASE ALLOW <u>AT LEAST 2 WEEKS</u> PRIOR TO CONTRACT START DATE. LATE OR POST DATED CONTRACTS WILL BE RETURNED FOR REVISIONS.

Contractor / Ver	ndor name: Amount:
Contract Type:	Personal Services Professional Services Consultant Services
	Temporary Employment (only if Temp Agency type contract - otherwise send Temp Contracts to GA/HR Payroll)
	RECOMMENDED START TO THE PROCEDURE IS AS FOLLOWS:
	- End user draws up the proposed contract from the GA contract template (on GA Server, GA Services webpage or available from GA Legal)
	- End user secures the vendor's signature (Saves several days in this process. If there is a problem, Legal will send it back to end user
	- End user completes and department head signs Vendor Recommendation Selection Form
	-If contracting with individual, end user completes & signs IRS Employee vs. Independent Contractor form
	- Attach all of the above with the signed requisition with FRS account info identified
	THEN ROUTE THE MATERIALS ABOVE TO:
	Lisa Fleischman / Priscilla Smothers / GA Purchasing (reviews contract for Purchase & Contract Compliance and FRS funds availability)
	GA Legal (reviews for Legal content)
	Lars Jarkko / Accounting Manager/Budgets (reviews IRS Employee vs. Independent Contractor Form)
	Chief Operating Officer (Charlie Perusse's signature)
	Lisa Fleischman / Priscilla Smothers / GA Purchasing (return entire package here with all attachments for Purchase Order processing). GA Purchasing will issue P.O. and copy of contract to vendor, end user and will keep a file copy for Purchasing audit file.
	routed here ONLY if none of the below were done at the beginning of the process
	End User's Office (secures vendor signature on approved contract if not done already)
	Please return entire package to GA Purchasing. Additionally, if package is missing the following, please send requested completed documentation (if checked) to GA Purchasing:
	 Vendor Recommendation Selection Form signed by VP or Dept. Head IRS Employee vs. Independent Contractor Form Temporary Employment Authorization Form Requisition signed by Division VP or Department Head