**Purchasing Review/ Contract Created**

**Director/ Dean/Chair Approval #1**

**Director/ Dean/Chair Approval #2**

**Purchasing Final Review**

**AVPFS Approval**

**Vendor Signature**

**Contract Request Submitted**

**VPFSS Review & Signature**

**Contract Value Minimum: $100K – $499K Minimum Estimated Completion Time: 4 Weeks**

**Sponsored Programs**

**IT Internal Review**

*If Applicable*

**Legal Review**

**(Via Email)**

**Risk Management (EHSREM)**

*If IT/Software Procurement*

**AVP IT Business Operations**

**(before P&SS approval)**

**VPIT Approval**

**(after P&SS approval)**

\*EHSREM Charter being created to include this workflow

Signatures

Approvals

Internal Review

Draft/Review