*If IT/Software Procurement*

**VPIT Approval**

**(after P&SS approval)**

**AVP IT Business Operations**

**(before P&SS approval)**

**Vendor Signature**

**AVPFS OR Director of Procurement & Strategic Sourcing**

**Purchasing Final Review**

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

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

**Contract Request Received**

**Purchasing Review/Contract Created**

**Contract Value Minimum: $0 – $99K**

**Minimum Estimated Completion Time: 1-2 Weeks**

**Sponsored Programs**

**IT Internal**

**Review**

*If Applicable*

**Risk Management (EHSREM)**

\* EHSREM Charter being created to include this workflow

**Legal Review**

**(Via Email)**

Draft/Review

Signatures

Approvals

Internal Review