**Contract Procedures Flowchart under $30,700**

**Step 1**
Complete and SUBMIT the online Contract Processing Form along with the appropriate contract and supporting documentation to Legal@stockton.edu. *Note: Service Provider Contract must include the service proposal.*

**Step 1a**
If the contract is > $4605, Vendor must have NJ Business Registration information in Banner. If not, obtain a copy and provide to Purchasing for upload to Banner. *Note: an "L" number will NOT be assigned until this requirement is met.*

**Step 1b**
If the contract is > $17,500, Vendor must satisfy Step 1a requirements and additionally submit a Certificate of Disclosure of Political Contributions.

**Step 2**
Office of General Counsel (OGC) assigns an "L number", reviews the Contract, and e-mail the contract to the Requestor. The Requestor forwards the contract to the vendor for review/acceptance. *Please note: Any changes to the contract must be reviewed and approved by the OGC.*

**Step 3**
Upon receipt of the Contract from OGC containing the "L" number, Requestor completes the online Banner Requisition inserting the "L" number in the description, document text, and comments line generating a purchase order number (be sure to select a PO address). Forward to BUM for vendor verification, available funding confirmation and approval.

**Step 4**
Once BUM approves the contract, the Requestor coordinates with vendor to obtain full execution of the Contract.

**Step 5**
Upon receipt of the contract from Vendor, the Requestor will scan the fully executed contract and exhibits to the Purchasing e-mail address: req-back-up. A scanned copy (without exhibits) should be forwarded to the Office of General Counsel at Legal@stockton.edu.

**Step 6**
Purchasing uploads the fully executed contract, behind the purchase order, in Banner and sends a Purchase Order to the Vendor.

**Step 7**
Once service is performed, the Requestor submits the Vendor Invoice to Accounts Payable to be processed against the Purchase Order.

**Step 8**
The original contract with all exhibits attached is held by the Department for 7 years as required by law.