PPCS Contract Processing Flow Chart (for contract amounts greater than $49,999)

Department negotiates contract terms (payment terms, scope, etc.) with proposed contractor.

Department releases an electronic requisition to Purchasing through the PRO system with all of the required forms attached to the requisition. These forms consist of a W9 form, an AS516 form (if travel is required), a scope of services form (PUR-SS), a PUR-CR form, and a cost benefit analysis form (PUR-CB). A PUR-CB form is needed for private entities only if the contract amount is greater than $50,000 and the contract term exceeds 6 months.

Procurement Services creates contract file and reviews information submitted by Department.

Procurement Services reviews for possible employee/employer relationship.

Procurement Services creates a purchase order, prepares a contract, and submits to contractor for signature. At this time, Procurement Services could also request additional information from Contractor. Additional information could consist of a Resume, Board Resolution, Secretary of State filings, etc.)

Contractor signs and returns contract to Procurement Services. Procurement Services submits contract to Executive Director of Procurement Services for signature.

Procurement Services obtains state approvals as required (i.e. Civil Service, Office of Contractual Review (OCR)).

All approvals are received by Procurement Services.

Procurement Services releases purchase order and notifies Department via email that purchase order is complete.

It is the Department’s responsibility to monitor the contract performance, approve invoices and forward approved invoices to Accounts Payable for payment. Department is responsible for notifying the Procurement Services (prior to the end date of the contract) if an amendment to the contract will be required, or if any problems are encountered.

Before Department can complete the requisition, the contractor must have enrolled as a vendor in the LSU Vendor Database.

If additional information is required, Procurement Services will contact the Department.

If employee/employer relationship exists, Procurement Services notifies Department and returns documents to process through HRM/Payroll (whichever is applicable).

Procurement Services will follow-up on outstanding contracts on a weekly basis and contact Department if any problems arise.

Civil Service processing and approval typically requires 3-5 days.

OCR processing and approval typically requires 3-4 weeks.