PPCS Contract Processing Flow Chart (for PPCS services in the amount of $2,000 and less)

1. Department negotiates contract terms (payment terms, scope, etc.) with proposed contractor.
2. Department releases an electronic requisition to Purchasing through the PRO system with all of the required forms attached to requisition. These forms consist of a W9 form, an AS516 form (if travel is required), and a PUR-CR form.
3. Procurement Services reviews the requisition submitted by Department.
4. Procurement Services reviews for possible employee/employer relationship.
5. Procurement Services creates and releases purchase order. Procurement Services will notify Department via email when purchase order is complete.
6. Before Department can complete the requisition, the contractor must have enrolled as a vendor in the LSU Vendor Database.
7. If employee/employer relationship exists, Procurement Services notifies Department and returns documents to process through HRM/Payroll (whichever is applicable).
8. If additional information is required, Procurement Services will contact the Department.
9. A contract is not required for services in the amount of $2,000 or less. Unless there is a need to agree to ownership of deliverables or where evidence of insurance is required or the contractor requires signature on an agreement, contract, or any other form, Procurement Services will not issue a contract.
10. It is the Department’s responsibility to monitor the contractor’s performance, approve invoices, and forward approved invoices to Accounts Payable for payment. Department is responsible for notifying Procurement Services if an alteration to the purchase order is necessary, or if any problems are encountered.