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

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

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

Department releases an electronic requisition to Procurement through the Workday system with all of the required forms attached to requisition. These forms consist of an AS516 form (if travel is required), and a PUR-CR form.

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

Procurement reviews the requisition submitted by Department.

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

Procurement reviews for possible employee/employer relationship.

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 will not issue a contract.

Procurement creates and releases purchase order. Procurement will notify Department via email when purchase order is complete.

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

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 if an alteration to the purchase order is necessary, or if any problems are encountered.