Before you submit that Contract, here’s what you need:

**Basic Information has been gathered**

- Contact information for person in your department who can answer contract-related questions
- Contact information for vendor
- Need by date or the date of the event
- Summary of what you’re purchasing
- All necessary attachments; e.g., quote, terms and conditions, statement of work
- The term: start date and end date
- Renewals: possibility of additional years

- The total contract value including additional fees, travel expenses, etc.; must be $10k or less
- Payment terms do not include advance payment unless an exception has been made

**All pre-approvals have been completed**

- Is alcohol being served? If so, you must be using local or private funds to pay for alcohol.
- Is the contract funded with federal funds, in part or in whole?
- Will vendor accept credit card transactions on behalf of VCU? If so, does this vendor work with Elavon or Touchnet? See Treasury Services: [https://treasury.vcu.edu/reporting/merchant-accounts/](https://treasury.vcu.edu/reporting/merchant-accounts/).
- Does this contract involve a lease of items or land?
- Will vendor have access to or be storing VCU data? If so, what Category of data? See IT Governance/Security policies: [https://itgovernance.vcu.edu/security/](https://itgovernance.vcu.edu/security/)
- Will vendor be designing a web site or application for use by VCU? If so, see IT Governance/Accessibility policies: [https://itgovernance.vcu.edu/](https://itgovernance.vcu.edu/)
- Will vendor be on the VCU campus at any time during the contract term?
- Will vendor be advertising on behalf of VCU? If so, contact University Relations. [https://univrelations.vcu.edu/](https://univrelations.vcu.edu/)
- Will vendor be using VCU trademarks or logos? If so, contact Business Services: [https://bsv.vcu.edu/trademarks-and-licensing/find-a-licensed-vendor/](https://bsv.vcu.edu/trademarks-and-licensing/find-a-licensed-vendor/)

**Not sure? Slow down and confirm before submitting.**

Contact the Contracts Team for help at contracts@vcu.edu.