

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/>.
- ☐ 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/>
- ☐ Will vendor be designing a web site or application for use by VCU? If so, see IT Governance/Accessibility policies: <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/>
- ☐ Will vendor be using VCU trademarks or logos? If so, contact Business Services: <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.