



Please check:

- **Is the vendor a foreign national?** If yes, refer to the International Payment Checklist at <https://fiscalservices.kennesaw.edu/docs/InternationalPaymentChecklist.pdf> for required documents to be submitted to the International Tax Specialist AND complete the Wire Transfer Form (should be TYPED). **Honoraria payments are subject to 30% tax withholding.**
- **Does the company provide a service AND the amount is greater than \$2,499.99?** If yes, the vendor **MUST** be enrolled in the e-Verify program and **MUST** provide an e-Verify affidavit to KSU **before** services are procured. The **ONLY** exception is if the Contractor has no employees- in which case they need to provide only the copy of their Driver's License- front and back. If in doubt as to whether the item in question constitutes a service, reach out to your Business Operations Specialist.

CONTRACT QUICK GUIDE				
CMS: Contract Management System				
TYPE OF CONTRACT	STEP 1	STEP 2	STEP 3	STEP 4
KSU Pre-Approved Lecture Agreement and Artistic Performance Agreement	Dept downloads pre-approved contract template from CMS. Dept completes ALL fields on the agreement. Dept obtains ALL applicable signatures on the Routing Form BEFORE agreement is forwarded to the Vendor for signature.	Dept will send agreement to the Vendor for signature BEFORE KSU Authorized Signatory.	Dept will obtain KSU signature from KSU Authorized Signatory LAST.	Dept will create a Contract Request in CMS (for inclusion in the University repository) 10 BUSINESS DAYS BEFORE EVENT and upload the fully executed agreement and Routing Form using the 'Signature Tab'. Creating a Contract Request Using a Pre-Approved Template (updated 2/10/21) Dept receives approval email and Contract Number from Contract Compliance. Dept attaches the email as well as the fully executed agreement to the OwlPay Request.
Non-Procurement Contract (\$2,499.99 or less AND Payment Method does not need to be a Purchase Order)	Dept submits UNSIGNED contract provided by Vendor, along with other necessary documents/approvals (e.g., UITS and Design) by creating a Contract Request in CMS. Creating a Contract Request (updated 2/10/21) If the vendor does not provide their own contract, enter the request in CMS specifying in the contract description section: "Need assistance in drafting an agreement". Attach a Word document with these details: <ul style="list-style-type: none"> • Vendor's Name • Start & End Date • Amount (inclusive of all expenses) 	Dept will receive email from Contract Compliance with one of the following: Approved or Approved with Modifications Dept will send contract to the Vendor for signature BEFORE KSU Authorized Signatory.	Dept will obtain signature from KSU Authorized Signatory LAST.	Dept will upload the fully executed contract in CMS (for inclusion in the University repository) using the 'Signature Tab' and will send a copy to the Vendor. Dept attaches approval from Contract Compliance from Step 2 and the fully executed contract to the OwlPay Request.

	<ul style="list-style-type: none"> A clear description of work. Please provide as much information as possible so that Legal Affairs understands the full scope of the agreement. 			
Procurement Contract (\$2,500 or greater OR Payment Method needs to be a Purchase Order)	<p>Dept submits a requisition in ePro, attaching the UNSIGNED contract and any other necessary documents/approvals (e.g., UITS and Design).</p> <p>KSU Buyer will create a Contract Request in CMS and attach the unsigned contract and supporting documents.</p>	<p>Upon receiving approval from Contract Compliance, KSU Buyer will send contract to the Vendor for signature BEFORE KSU Authorized Signatory.</p>	<p>KSU Buyer will obtain signature from KSU Authorized Signatory LAST.</p>	<p>KSU Buyer will upload the fully executed contract in CMS (for inclusion in the University repository) using the 'Signature Tab'.</p> <p>KSU Buyer will then create the Purchase Order (PO), attach the fully executed contract to it, and will send to the Vendor and Dept.</p>

- It is important to start the process **EARLY** to allow ample time for review- at least 1-2 months in advance. No services/products are to be delivered or work started until the contract has been approved by Contract Compliance and fully executed.
- Payment is always scheduled **AFTER** services have been rendered.
- Must be either a handwritten signature or use DocuSign to collect signatures- it is much faster and easier to obtain signatures.
- Notify Contract Compliance immediately of any cancelled contracts in the General Notes field in CMS AND email the Business Operations Specialist.