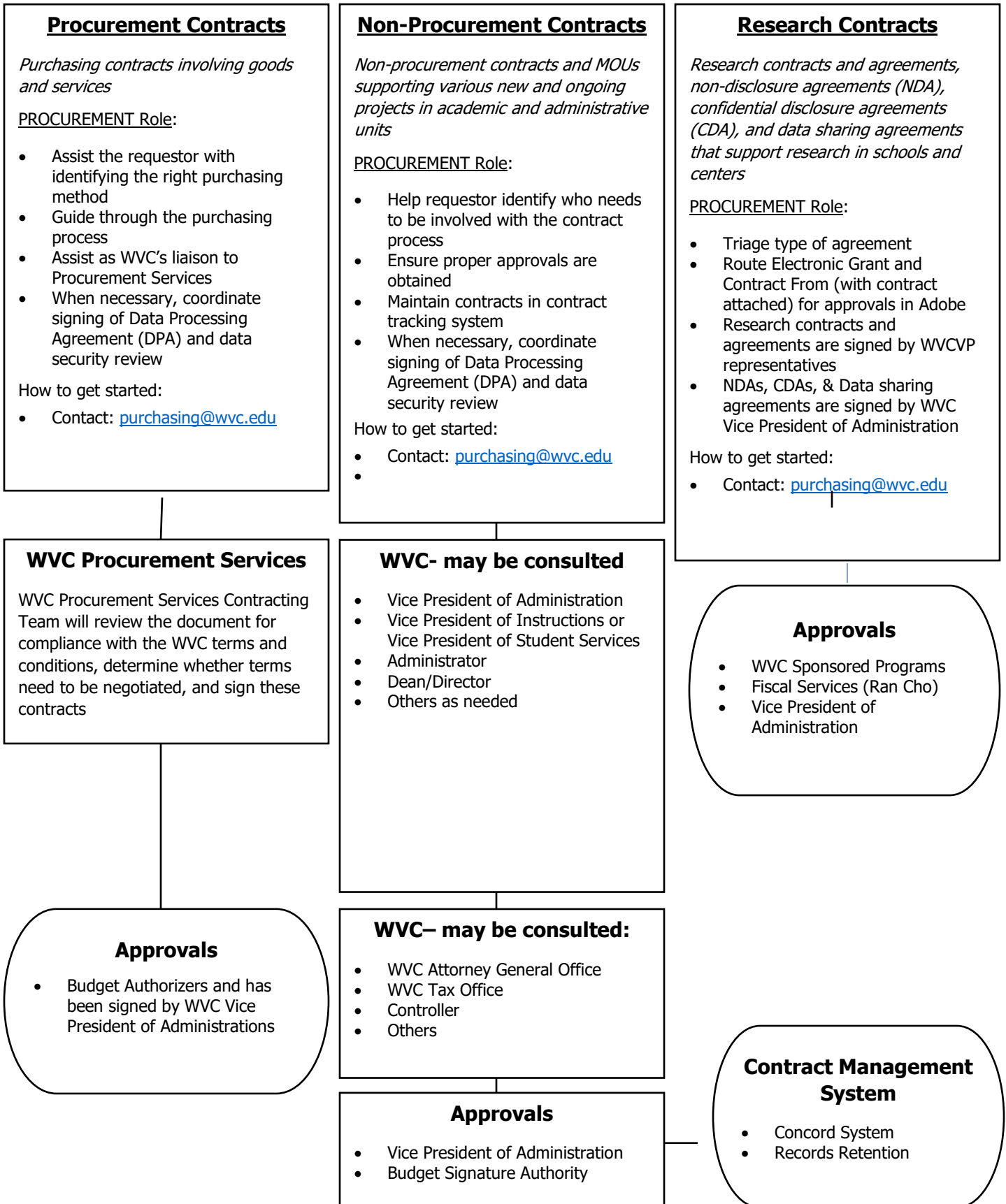# CONTRACT REVIEW AND APPROVAL FLOW

Procurement Contracts

Purchasing contracts involving goods and services

PROCUREMENT Role:

- Assist the requestor with identifying the right purchasing method
- Guide through the purchasing process
- Assist as WVC's liaison to Procurement Services
- When necessary, coordinate signing of Data Processing Agreement (DPA) and data security review

How to get started:

- Contact: purchasing@wvc.edu

Non-Procurement Contracts

Non-procurement contracts and MOUs supporting various new and ongoing projects in academic and administrative units

PROCUREMENT Role:

- Help requestor identify who needs to be involved with the contract process
- Ensure proper approvals are obtained
- Maintain contracts in contract tracking system
- When necessary, coordinate signing of Data Processing Agreement (DPA) and data security review

How to get started:

- Contact: purchasing@wvc.edu
-

Research Contracts

Research contracts and agreements, non-disclosure agreements (NDA), confidential disclosure agreements (CDA), and data sharing agreements that support research in schools and centers

PROCUREMENT Role:

- Triage type of agreement
- Route Electronic Grant and Contract From (with contract attached) for approvals in Adobe
- Research contracts and agreements are signed by WVCVP representatives
- NDAs, CDAs, & Data sharing agreements are signed by WVC Vice President of Administration

How to get started:

- Contact: purchasing@wvc.edu

WVC Procurement Services

WVC Procurement Services Contracting Team will review the document for compliance with the WVC terms and conditions, determine whether terms need to be negotiated, and sign these contracts

WVC- may be consulted

- Vice President of Administration
- Vice President of Instructions or Vice President of Student Services
- Administrator
- Dean/Director
- Others as needed

Approvals

- WVC Sponsored Programs
- Fiscal Services (Ran Cho)
- Vice President of Administration

Approvals

- Budget Authorizers and has been signed by WVC Vice President of Administrations

WVC– may be consulted:

- WVC Attorney General Office
- WVC Tax Office
- Controller
- Others

Contract Management System

- Concord System
- Records Retention

Approvals

- Vice President of Administration
- Budget Signature Authority