

Requesting Department

- Completes Contract Routing Form (*CRF*)
- Routes *CRF*, *Contract* and applicable *Terms and Conditions* to Procurement

Procurement

(Amy Ingram & Brian Stanley)

- Completes any necessary pre-award review, including any bid requirements
- Routes all documents to Cybersecurity and Legal Affairs for review

Cybersecurity

(Joel Morgan)

- Conducts a risk assessment
- Contacts the requesting department directly for applicable documentation if needed

Legal Affairs

(Renee Rainey)

- Negotiates any final terms and conditions
- Redlines are routed by Procurement to the requesting department to send to the supplier if needed
- Requesting department provides suppliers response to Procurement

Procurement

(Amy Ingram & Brian Stanley)

- Routes *CRF* and *Contract* to Amanda Funches for signature
- Routes signed *Contract* to the requesting department to send to the supplier

Requesting Department

- Routes signed *Contract* to supplier
- Routes final signed *Contract* to Procurement