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

**WVC– may be consulted**:
- WVC Procurement Services
- WVC Attorney General Office
- WVC Tax Office
- Controller
- Others

**Approvals**
- Vice President of Administration
- Budget Signature Authority

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

**Contract Management System**
- Concord System
- Records Retention