

CONTRACTS AND AGREEMENTS TYPE AND REVIEW INITIATION

TYPE OF AGREEMENT OR CONTRACT	STANDARD AFFILIATION AGREEMENT	NON-STANDARD AFFILIATION AGREEMENT	CONTRACT - REQUISITION NOT REQUIRED	CONTRACT - REQUISITION REQUIRED	PCARD PURCHASE REQUIRES SIGNED AGREEMENT
Does the Contract require a payment to be made?	No	No	No	Yes	Yes
Does the Contract/Agreement require a receipt of funds?	No	No	Yes	No	No
Contact Office	Contracts	Contracts	Contracts	Purchasing	Purchasing
Contact for Review	Contract Manager	Contract Manager	Contract Manager	Director of Procurement	Director of Procurement
Request for review initiated	Via the Power Form on Contract Services website	Submit Affiliation Agreement review request via ticking system	Submit Contract Review request via ticketing system	Contract should be attached to the requisition	Submit a Requisition