Need for Contracts

• Required for all agreements that involve the signatures of two or more parties, provide services of any type, or require acceptance of terms and conditions

• Not required for documents that are simply for purchase of products or a pricing agreement
  • Utilize an eSHOP Purchase Order (PO) or Direct Pay for these instances

• If questionable, contact Business Services or Payment Services for direction
DocuSign Program

- Secure, web-based system which obtains signatures and information electronically via email
- Approved by and meets all requirements of OneIT, the State of Nebraska, and the IRS
- All expense contracts and agreements will be processed through the DocuSign system (effective July 1, 2020)
Get Started with DocuSign

- Initiate contract process by emailing contracts@unk.edu with the following information:
  1) In or out-of-state provider
  2) Other unique details or questions
- Call Business Services for questions on contracts with foreign vendors, vendor-provided contracts, or IT/app contracts
- Email will be sent to the requestor to begin the DocuSign process
Need-to-Knows

1) Need vendor contact information
2) Required and optional fields will display
3) Other than honorarium, expenses should be budget estimates (better to overestimate)
4) More description is always better; be clear to avoid misunderstandings
5) Bookings should not take place until contract is signed and final
6) Link will be active until you “Submit”
7) When submitted, entered information is final and cannot be edited
Financial and Contract Approvals

**SOURCES OF UNIVERSITY FUNDING**

<table>
<thead>
<tr>
<th>COST OBJECT NAME</th>
<th>COST OBJECT NUMBER</th>
<th>COMMITTED BUDGET</th>
<th>RESPONSIBLE INDIVIDUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Services Fund</td>
<td>530000000</td>
<td>10188.00</td>
<td>Michael Christen</td>
</tr>
</tbody>
</table>

- Responsible signee assigned based on responsible party and respective University policies
- Email will be sent with DocuSign link
Executed Contract

• After all signatures, information and applicable tax documents are obtained, all parties will receive a copy of the executed contract.

• When received, document will contain all signatures, a vendor number and an agreement number.

<table>
<thead>
<tr>
<th>AGREEMENT REFERENCE NUMBER: K20210000</th>
<th>VENDOR NUMBER: 299999</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAXIMUM CONTRACT TOTAL</td>
<td>TERM START DATE</td>
</tr>
<tr>
<td>$10,188.00</td>
<td>3/22/21</td>
</tr>
</tbody>
</table>

• Store an electronic copy of the contract for department records and further processing.
Payment Process

- Utilize the Payment Transmittal (found on SAPPHIRE) to begin
- Keep an electronic, Excel file for each contract
- Fill out the necessary information directly from the contract
Payment Process – 1\textsuperscript{st} Payment

- Will use fee/honorarium payment as first example
- Need to have funding split according to contract
- Enter payment details of current payment or reimbursement being made
Payment Process – 1st Payment

- Enter “return to campus” request in “Current Payment Details” if applicable
- Enter specific payment in eSHOP and document on the Payment Transmittal
- Save Payment Transmittal as PDF to attach in eSHOP for each payment
- Contact Procurement and Payment Services for assistance with eSHOP
Payment Process – Add’l Payments

- Same process will be used for additional expenses (i.e. lodging)
- Update the University Funding breakdown for the current payment
- Enter the exact expense even if it differs from the contract estimate
Payment Process – Add’l Payments

- Enter details for this additional payment as “2nd Payment”
- Attach related folios, invoices and receipts in eSHOP in addition to Payment Transmittal
- Similar to the Concur process, keep all original receipts until payment has been processed and received by the vendor
Other Contract Information

- If payment for vendor needs returned to campus for the event, contract must be executed and submitted for payment at least two weeks prior to the event.
- If a vendor will not agree to utilize UNK’s Standard Agreement, their contract needs to be presented to Business Services for review at least a month prior to the event.
- If the contract involves a foreign vendor, the vendor will need to be created prior to executing the contract; contact Business Services at least two months in advance.
Resources

**Contracts and DocuSign Process**
Business Services
(308) 865-8448 or contracts@unk.edu

**Payment Processing and Vendor Creation**
Payment Services
(308) 865-8419 or acctspay@unk.edu

**eShop Payment Processing**
Procurement Services
(308) 865-8525