

Need for Contracts



BE BOLD.

- 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
 BE BLUE

DocuSign Program



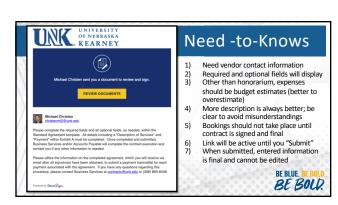
- Secure, web-based system which obtains signatures and information electronically via email
- Approved by and meets all requirements of OneIT, the State of Nebraska, and the IRS
- All expense contracts and agreements will be processed through the DocuSign system (effective July 1, 2020)

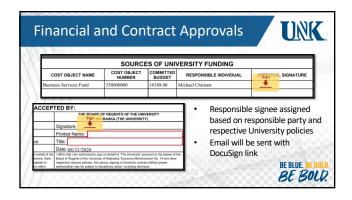


Get Started with DocuSign

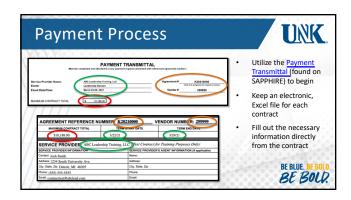


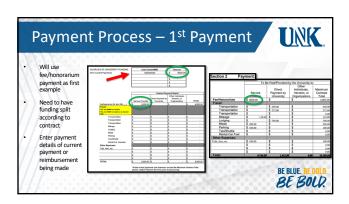
- Initiate contract process by emailing contracts@unk.edu with the following information:
 - 1) In or out-of-state provider
 - 2) Other unique details or questions
- Call Business Services for questions on contracts with foreign vendors, vendor-provided contracts, or IT/app contracts
- Email will be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

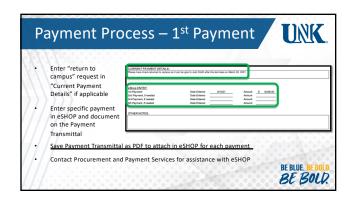


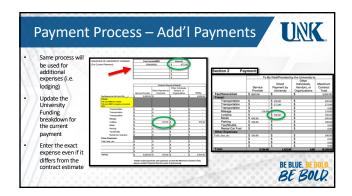


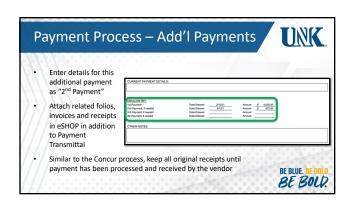
BE BOW.











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
- 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

