

UCONN CONTRACT/PSA APPROVAL FLOWCHART

NON-GRANT FUNDED CONTRACTS

Contact : Debbie Carone (486-4340)

Department Prepares PSA and requests Signing Authority documentation from contractor

Contracts Under \$100K

Dept. Delivers PSA, Corp Resolution & Justification to Office of VP & COO

Contracts with International Visitors
Call Accounts Payable (486-1644) for Visa & Payment information

Contracts Over \$100K

Depts. w/o a pre-approved template may fax their draft to Pat Leavens at 486-4369 for pre-review before submitting originals to Office of VP & COO

GRANT FUNDED CONTRACTS

Contact: Antje Harnisch (486-3994)

Upon OSP's Receipt of Grant Award Notice, a PSA Request Form is Issued to Department

Department Prepares PSA and Returns to OSP for Review and Documentation

OSP reviews PSA for Possible Revisions, Obtains Contractor's signature, all Signing Authority Documentation and University Signature

Contract Delivered to Storrs Office of the Attorney General (OAG) for review and submittal for approval*

**Note: Any contracts returned by the OAG for revisions are delivered to their originating departments by either the VP for Operations or OSP and returned by them to the OAG for final approval.*

If \$100K or less, Approved Contracts are Returned to Ofc of VP & COO or OSP when Approved*

If \$100K or more, Contracts are Reviewed and Delivered to Harford AG Office for Approval

Approved Contract Returned to OAG in Storrs and Returned to OSP or VP for Operations

OSP Distributes PSA: Original to Contractor, 1 Copy to Accounts Payable, 1 for OSP Files, and 1 to Department
Ofc of VP & COO Distributes PSA: Original to Accounts Payable, 2 copies to Dept; 1 for Dept and 1 for Contractor

When Dept Receives Contractor's Invoice, Dept Sends a CO-17 to A/P for Contractor Payment