

Contract and/or Grants Routing Process

Contracts to Hire Independent Individuals:

Check with HR to determine if it should be an employee hire versus a contract hire.

Contracts to Hire Companies (payment for services):

Send a properly coded and signed Purchase Requisition to the Purchasing Department along with a description of the services required. Purchasing will incorporate the service requirements into a College standard contract including a copyright ownership page and a moral obligations page. Purchasing is committed to a maximum 5 business day turn-around time for standard contracts. Services requiring a competitive process will be discussed with the department on an individual basis.

Applications or Proposals that result in the University receiving money:

1. Prior to seeking funding from any source, all proposals or applications must be vetted by the Dean or VP responsible for the faculty. Then it is to be vetted by the VP Finance & Administration and the Executive Director of the University Foundation to determine if how it should be handled and for comment before any negotiations. See the [Guidelines](#) for more information.
2. If it is a philanthropic gift or grant that is philanthropic in nature it must be approved by the Executive Director of the Foundation. Otherwise, a budget must be developed and both the contract and budget must be approved by the VP Finance & Administration.
3. Attach a cost centre set-up form, or attach the cost centre number this contract will be associated with.
4. Allow 5 days for approvals and any required notifications.
5. University signing authority rests with the VP Finance & Administration.
6. All financial reporting is done by Financial Services and may not be sent out without approval.