# Middle Georgia State University

## Contract Routing Process

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| **Requesting Department** | • Completes *Contract Routing Form (CRF)*<br>• Routes *CRF, Contract* and applicable *Terms and Conditions* to Procurement |
| **Procurement**<br>**(Amy Ingram)** | • Completes any necessary pre-award review, including any bid requirements<br>• Routes all documents to Cybersecurity and Legal Affairs for review |
| **Cybersecurity**<br>**(Joel Morgan)** | • Conducts a risk assessment<br>• Contacts the requesting department directly for applicable documentation if needed |
| **Legal Affairs**<br>**(Renee Rainey)** | • Negotiates any final terms and conditions<br>• Redlines are routed by Procurement to the requesting department to send to the supplier if needed<br>• Requesting department provides suppliers response to Procurement |
| **Procurement**<br>**(Amy Ingram)** | • Routes *CRF* and *Contract* to Amanda Funches for signature<br>• Routes signed *Contract* to the requesting department to send to the supplier |
| **Requesting Department** | • Routes signed *Contract* to supplier<br>• Routes final signed *Contract* to Procurement<br>• Enters Requisition in Epro |