Washington State University Office of Business & Finance

Sr. Associate VP: Rich Heath
Contracts Manager: Danette Kriehn
Confidential Secretary: Genesis Gavino

General Information Sources:

BPPM 10.10 (Delegation of Contractual Authority) and 10.11 (Processing University Contracts)

Contracts Office Website (http://contracts.wsu.edu/) which includes:

- Delegated authority information
- Contract templates and required forms (e.g., Contract Review Sheet, SAAM form)
- Contact information
- Links to other units which process contracts

Types of contracts processed through Business & Finance:

- Real estate agreements – lease or sale
- Facilities use (external and internal) – e.g., hotels, conference room rentals, building rentals
- Interagency agreements
- Revenue contracts
- Beasley agreements
- Affiliation and miscellaneous academic agreements
- Extension/Master Gardener agreements
- Non-disclosure agreements
- Museum of Art agreements
- Miscellaneous business and administrative agreements
- Agreements exceeding limit of authority of Purchased Services (greater than $500K)

Recurring Issues: prepayment; termination; who is responsible for negotiating; distinctions between units (see BPPMs, decision trees, rules of thumb); contract vs. purchase order; how B&F contracts are paid; two signatures required (one with delegated contract authority); type of funds involved

Contracts Training Available; contact Danette Kriehn/Contracts Manager at 335-7739