

Non-Dollar Agreement

Complete the Contract/Agreement Routing and Approval Form and attach it along with an original contract/agreement including all supporting documentation.

Procurement Services is required to review all information for any potential procurement related facets that may need to be addressed.

Once complete, the procurement staff will forward the contract to the Office of University Counsel.

PLEASE NOTE: The Coastal Carolina University President, his designee, or the Executive Vice President are the ONLY persons authorized to execute contracts and agreements for the University

This process is to assist with the approval process and will not create a purchase order.

At Dashboard

Locate Other Forms area



Select sticker – Non-Dollar Agreement

Instructions tab

Read

Next

Details tab

Change Form Name field to Supplier's name

Form Name *

Non-Dollar Agreement



Save Progress

Next

Questions tab

Complete required fields

Supplier Agreement only contains the contract

Contract Routing Form and Other Supporting Documentation field contains all other supporting documentation

Save Progress

Next

Review and Submit tab

Submit if ready to proceed

Request Actions drops down – Discard request if not proceeding forward with this form request

Form moves forward to Procurement to review and upload into TCM for Legal to process.

User receives an email indicating status update

User can locate request

Orders – Search – Procurement Requests

Search for request number

Open request by clicking on form name