

UADA Contract Checklist

Contracts/agreements/MOA's should be submitted **one month or earlier** before the effective dates. This allows time for processing and legal review, if needed.

MOA's written by departments will need to be sent to Mark Kiefer, Procurement Manager. Mark will return the MOA to you for corrections, if needed. Once Mark approves the MOA, he will send it to the contract office.

Reference: [Memorandum of Agreement Instructions and Template](#)

Review Contract

Read the contract carefully. Check the following:

- _____ The Supplier's name on the contract matches either the supplier information in Workday or the W-9. If not, request a corrected contract.
- _____ Contract has UADA's organization/business name: **Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas System, Division of Agriculture**
- _____ Contract has the department/unit/county's contact person and their information, if applicable.

DO NOT SIGN THE CONTRACT

Review Supplier

Purchasing Card (P Card)

- _____ Look for terms and conditions, an agreement or any other documentation related to the purchase or use of the item.
- _____ Obtain those documents and send to contracts@uada.edu.
- _____ State in the email message that a P Card will be used for the purchase.

Requisition

- _____ You must provide a Workday Supplier ID or a current W-9 when you submit your contract.
- _____ In Workday, use Find Suppliers to locate the supplier.
- _____ If you locate the Supplier ID, provide the information when you submit the contract. Some suppliers may have an alternate name entered in Workday.
- _____ If you do not locate the supplier in Workday, ask the supplier for a current W-9. Send it with the contract when requesting review.

_____ If you do not locate the supplier in Workday, begin the process for Supplier Setup. You can be working on this while the contract is being reviewed. The has the forms you need.

_____ If you locate the Supplier ID, begin the requisition process. This will expedite the procurement process if the contract is approved.

References:

- “Supplier Setup in Workday” section - [Procurement](#)
- [State Procurement Contracts](#) - Department of Transformation and Shared Services

Prepare for Submission

Make sure you have the following information before you submit:

- _____ Contract
- _____ Quote(s)
- _____ Terms and conditions
- _____ Other supporting documents
- _____ UA Legal Review Form – completed and signed. Legal Office will not accept DocuSign.
- _____ Workday Supplier ID or W-9
- _____ Name of Supplier Contact Person (generally the person who can sign for the supplier)
- _____ Email Address for Supplier Contact Person
- _____ Phone Number for Supplier Contact Person
- _____ Name of Authorized Signer (if different from Contact Person)
- _____ Email Address of Authorized Signer (if different from Contact Person)

Submit the Contract

Send an email with the appropriate items attached from “Prepare for Submission” to contracts@uada.edu. Jan Sampson, Amy Hedges and Matt Brown have access to this mailbox.

Next Steps – Contracts Office

- If your contract requires legal review, we will forward it to legal counsel.
- The Contract Office will send it to the appropriate persons for signature, usually via DocuSign.
- Once your contract has been signed, all parties involved will receive a signed copy via DocuSign, including the person submitting the contract and purchasing@uada.edu.

Next Steps – Department

- Continue working on the supplier setup if needed.
- Work on requisition if it has not been started.

Who to Contact?

- Jan Sampson – (501) 671-2210 or jsampson@uada.edu
- Amy Hedges – (501) 671-2152 or ahedges@uada.edu