

OTHER- FM Team - Contracts

	Activity	Who	Form/Hyperlink
Step 1:	Purchasing Departments requirements met	Director or Manager ***FM employees cannot sign contracts***	https://wmich.edu/logisticservices/purchasing/policies-procedures
Step 2:	Electronically submit the Contract, exhibits, attachments, addenda, and the Goods & Services	Legal Counsel reviews and then recommends modification or gives green light to proceed as is	https://wmich.edu/legal/contracts/review/goods-services
Step 3:	All parties agree to the terms	Director of Business Services or another Board-delegated individual will sign the final version of the Contract	https://wmich.edu/businessandfinance
Step 4:	Submit signed invoice/FM 105 and signed contract and/or other exhibits with contract for processing and finalization to BOPS/Purchasing	Director or Manager	https://wmich.edu/legal/contracts/resources