

Bulletin T-02

SUNY College at Old Westbury
Issued by: Division of Business & Finance

Title: Contract Submission
Effective Date: September 30, 2019

Purpose

This bulletin on contract submission provides guidelines for contract preparation, submission and approval process between College departments and the Division of Business & Finance (B&F). It is designed to provide guidance in determining if a potential vendor is an Independent Contractor and help ensure Compliance with NYS Finance Law and NYS Internal Control Act.

Contract submission packages should be submitted at least **30 days** before commencement of the service or purchases of goods.

Guidelines

Each contract submission package must be sent either hardcopy or via email to B&F to the attention of the Secretary in the Business Compliance Office, Suite H-310. The Secretary will forward the package to the B&F Contract Manager for processing. The Requesting Department Head designates a Project Manager (PM) who acts as liaison to B&F, the vendor and any other department necessary to prepare the contract.

The PM prepares the contract package. The PM must complete the Contract Checklist (Exhibit I) and the Independent Contractor Checklist (Exhibit II), if appropriate. Both checklists can be found on the Purchasing webpage <https://www.oldwestbury.edu/business/purchasing/resources>.

Any contract drafted which financially obligates College resources must be signed by the Chief Financial Officer before becoming official. B&F may reject non-conforming contracts.