



Office of Contracting & Procurement

October 16, 2017

Faculty & Staff:

If you are in possession of a document that has either terms and/or a signature line, you are obligated to have the document processed through the Office of Contracting & Procurement. The only personnel authorized to sign on behalf of the University is the University President, the Chief Financial Officer (CFO) and the Vice President for Finance.

The requesting end user must allow thirty (30) days for processing. Vendor contracts often contain terms and conditions that are inconsistent or contrary to Rowan University's legal business terms and conditions. In these instances, the Contracting and Procurement Department will negotiate with the Vendor to arrive at a contract that is consistent and that aligns with the University's terms and conditions, all while serving and protecting Rowan's best interests. Many times, negotiating contracts require input from the Office of the General Counsel and Risk Management thus further delaying the process. To ensure expeditious conversion of requisitions and timeliness of Vendor service, all contract/lease submissions should be at least 30 days prior to the contract start date to allow Contracting & Procurement sufficient time for review and negotiations.

Departments are reminded that contracts should be submitted directly to [contracts@rowan.edu](mailto:contracts@rowan.edu) with the corresponding requisition number, a fully executed copy of the Contract Cover Sheet, and any additional supporting documentation, i.e., IRT approvals. In addition, no Vendor is permitted to begin work or deliver goods to the University until the contract has been executed by both the Vendor and Rowan University and a subsequent purchase order has been processed.

Your compliance with the contract process will facilitate the handling of contracts/leases within the Office of Contracting & Procurement and the timely issuance of purchase orders for the contracts.

Best Regards,

*Christine Brasteter*  
Christine Brasteter

Senior Director of Contracting & Procurement