External Sales Contract Review Process
Tuesday, August 17, 2010

External Sales are governed by the University policy:
Selling Goods and Services to University Departments
(policy.umn.edu/Policies/Finance/Accounting/INTERNALSALES.html)

Guidelines for the contract approval process are found in the administrative procedure
Establishing External Sales Agreements (Contracts)
(policy.umn.edu/Policies/Financial/Accounting/INTERNALSALES_PROC04.html)

Contract received by OES

Does department have an existing IESAF?

NO

Guide department through the initial IESAF process. Once IESAF is approved, resume contract review.

YES

Does scope of work on contract match approved activity?

NO

Can scope of work be modified to match approved activity?

NO

Can IESAF be amended to include new activity?

YES

Amend existing IESAF

NO

YES

Forward contract to OGC for review

Can OGC negotiate the terms with the customer?

NO

Contract NOT approved.

YES

OGC negotiates terms of contract and notifies OES when their review is complete.

Do other SMEs need to provide input?

NO

Forward to appropriate SMEs for input

YES

OES Approves agreement to be signed on behalf of the University and notifies Unit

YES

Have SME concerns been addressed?

NO

OES works with unit to address concerns.

YES