

## External sales approval and implementation checklist

Step	Task	Complete?
1	Verify that the activity is an external sale. See "Is your activity an external sale?" <a href="#">information here</a> .	
2	Complete the Internal/External Sale Approval form and send to <a href="mailto:extsales@umn.edu">extsales@umn.edu</a> for review. See Administrative Procedure: <a href="#">Obtaining Approval to Conduct External Sales Activity</a> .	
3	Complete the Internal/External Business Proposal Outline and sent to <a href="mailto:extsales@umn.edu">extsales@umn.edu</a> for review. See Administrative Procedure: <a href="#">Obtaining Approval to Conduct External Sales Activity</a> .	
4	Complete a Rate Development Template and sent to <a href="mailto:extsales@umn.edu">extsales@umn.edu</a> for review. See Administrative Procedure: <a href="#">Establishing External Sales Rates</a> .	
5	After the External Sales Compliance Office has completed review, obtain administrative approvals.	
6	Establish an accounting structure. See Administrative Procedure: <a href="#">Establishing an External Sales Accounting Structure</a> .	
7	Complete activity and invoice.	