

# Contract Process

## 1 Contact University Personnel

Fill out required UP form to determine if vendor an IC

- UP responds "No"; **stop contract process**
- UP responds "Yes"; attach approval form to contract template (in Step 2)

## 2 Template & Vendor

- a) Select appropriate contract template (see guide)
- b) Fill out required info and send to vendor

**No changes** to contract, skip to **Step 3**  
If there are **modifications**, proceed to **Modifications**

## Modifications

- Changes to language of contract — Contact [msilva@csumb.edu](mailto:msilva@csumb.edu)
- Insurance Waiver or Indemnification Waiver** —
  - Use "Request for Insurance Waiver" form
  - Send to [athomas@csumb.edu](mailto:athomas@csumb.edu) & [risk@csumb.edu](mailto:risk@csumb.edu)
- Attach any approved forms to contract template and reroute to vendor
- Once vendor signature obtained, proceed to **Step 3**

## 3 Routing

- a) Combine **all** approvals, waivers, etc into **one** PDF
- b) Route contract for CSUMB signatures using AdobeSign in the **following order**:

- 1) YOUR approving authority(ies) (Dean, Chair, etc.)
- 2) Stephen Mackey ([smackey@csumb.edu](mailto:smackey@csumb.edu))
- CC: Miguel Silva ([msilva@csumb.edu](mailto:msilva@csumb.edu)) & anyone else required

## 4 Completion

- File your copy of fully signed contract as appropriate
- Contract process is complete