

**P to P**

*Prepare to Procure*

*August 1, 2011*

RIT Procurement Services

475-2107

[http://finweb.rit.edu/purchasing/  
purchase@rit.edu](http://finweb.rit.edu/purchasing/purchase@rit.edu)

## **Supplier Contract Review Process Contract Format**

In order to expedite the procurement process, please ensure that all supplier contracts are forwarded to PSO for review as soon they are received or better yet, when you begin to talk with a supplier about procuring goods or services. Refer to the PSO website for details about the supplier contract management process: [http://finweb.rit.edu/purchasing/policies/vendor\\_contract\\_management.html](http://finweb.rit.edu/purchasing/policies/vendor_contract_management.html).

When a supplier provides the contract in a format other than MS Word (e.g., a PDF or a hard copy), please ask them to send an MS Word or other compatible format electronically. This permits the PSO and the Office of Legal Affairs to make suggested changes to the contract document in a format where changes can be tracked and comments and clarifying questions can be inserted. At the conclusion of the contract negotiation process, the changes that have been agreed to by all parties can easily be accepted in the final version. When contracts are received by the PSO in formats other than MS Word, it lengthens contract review process significantly.

If you have any questions about the supplier contract review process, please contact Andrea Barber, Manager Supplier Contract and Policy Governance, at [asbpur@rit.edu](mailto:asbpur@rit.edu) or 475-7805.

